



## **STUDENT SUPPORT POLICIES — SECTION 600**

**NUMBER: 614**

**SUBJECT: STUDENTS WITH DISABILITIES**

**LAST REVIEWED: 9/4/2008; 9/5/2015, 12/8/2016; 8/15/2017; 7/16/2018; 3/4/2022**

**EXECUTIVE COMMITTEE APPROVAL: 9/8/2015; 8/28/2017; 7/2018; 3/7/2022**

**BOARD APPROVAL: 10/21/2015; 10/11/2017; 8/15/2018; 3/16/2022**

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### **614.1 PURPOSE**

- 1.1 The purpose of this policy is to provide safeguards to Students with Disabilities, in compliance with the Americans with Disabilities Act (ADA).

### **614.2 SCOPE**

- 2.1 MTECH prohibits discrimination against students with disabilities in recruitment, admission, educational processes, or treatment.
- 2.2 This policy applies to all faculty and staff on every MTECH campus.

### **614.3 DEFINITIONS**

- 3.1 **STUDENT:** An individual officially registered in an active program or course.
- 3.2 **HIGH SCHOOL STUDENTS:** Secondary students who are enrolled through both their high school and MTECH. High school students must meet normal admission requirements.
- 3.3 **ADA SPECIALIST:** An MTECH Counselor who has received additional training in handling disability needs. This is the person who will gather information about the disability and accommodation requested and will oversee any approved accommodations.
- 3.4 **DISABLING CONDITION:** A physical or mental impairment which substantially limits one or more of the major life activities of an individual, a record of such impairment, or being regarded as having such an impairment.
- 3.5 **REQUEST FOR ACCOMMODATION:** An official request, made by a student, to document a disabling condition and request the accommodations which the student desires.

### **614.4 REFERENCES:**

- 4.1 The Americans with Disabilities Act
- 4.2 The Vocational Amendments of 1976
- 4.3 Section 504 of the Rehabilitation Act of 1973
- 4.4 Title VI of the Civil Rights Act of 1964
- 4.5 Title VII of the Civil Rights Act of 1964
- 4.6 Title IX of the Educational Amendments of 1972

#### **504.5 POLICY**

- 5.1 The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College supports the registration of all qualified persons with a disability. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities.

Section 504 provides that “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . .”

- 5.2 Students must voluntarily disclose that they have a disability and request accommodations. The student must provide documentation from a qualified professional that clearly states the disability and how that disability substantially limits one or more of their major life activities in an academic setting. For more information and required paperwork, students should contact an MTECH Academic & Career Counselor.
- 5.3 The College will not provide any accommodations until the student has made a formal request, supplied the required documentation, and the request has been evaluated and found to be reasonable, and a plan has been developed.
- 5.4 The Academic & Career Counselors at MTECH are trained ADA Specialists and evaluate all documentation relating to the requested accommodation. If the information provided is not adequate, the counselor may request additional documentation.
- 5.5 Students are required to provide documentation from a qualified professional which is no more than three years old, and specifically diagnoses the condition associated with the request for accommodation.
  - 5.5.1 All records and documentation concerning the accommodation are considered confidential and securely stored. They will be handled in compliance with FERPA requirements.
- 5.6 Faculty members will be directed to provide the accommodation in an Approved Accommodations document provided by the ADA Specialist. Faculty may not provide any accommodation until this document has been received.

- 5.7** Any cost for professional evaluation of the student in order to fulfill request requirements is the sole responsibility of the student.
- 5.8** The College will respond to the student's request within two weeks after the ADA Specialist has determined the paperwork is complete.
- 5.8.1 This response may include a plan for accommodation, a denial of accommodation, a request to meet with the student to obtain additional information, or a letter notifying the student that more time is needed to complete the evaluation of the request.
  - 5.8.2 The ADA Specialist may grant the full request of accommodation or part of the request.
  - 5.8.3 When accommodations have been approved, the ADA Specialist will advise the student on the implementation process.
  - 5.8.4 The ADA Specialist will provide a copy of the Approved Accommodations document notifying the instructor of the terms of the accommodation.
  - 5.8.5 Students who withdraw or are dropped from the program must submit a new accommodation request and documentation, if they later return to the College and desire an accommodation.
- 5.9** Students denied an accommodation may appeal the decision using the MTECH Student Grievance Policy (600.608).

## **614.6 MORE INFORMATION**

- 6.1** Inquiries regarding non-discrimination policies can be directed to:

Title IX Coordinator  
Mountainland Technical College  
2301 West Ashton Blvd.  
Lehi, UT 84043  
Phone 801-753-4137  
titleixcoordinator@mtec.edu

- 6.2** Inquiries may also be sent to:
- Office for Civil Rights, Denver Office  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Phone: 303-844-5695 (TDD: 800-877-8339)  
Fax: 303-844-4303  
OCR.Denver@ed.gov