



American with Disabilities Act

Accommodations are a right not a privilege

The Office of Accessibility is located in the main building across from Student Services. Our goal is to help provide equal access and reasonable accommodations to students with disabilities and to act as a resource to students, faculty, and staff.

Accommodations are provided if, and only if, not having the accommodation in place would mean that the individual with a disability would not have equal access to the educational opportunity involved.

The ADA does not require the school to lower its standards or overlook the actions of a given student because they have a disability. Students must meet academic and technical standards requisite to admission or participation in the academic program.

The ADA is a civil right statute. It promises protection from discrimination on the basis of disability and equal access to opportunities for persons with disabilities. Such students are entitled to enjoy all the benefits, privileges, and obligations that are engendered by that opportunity.

There is no requirement that someone with a disability receive preference or additional consideration in hiring or accessing educational opportunity.

It does promise that people with disabilities will not be excluded from opportunities available to people without disabilities solely because of their disability.

A student is not entitled to accommodations until they identify themselves as a student with a disability. The school is not financially or legally obligated to provide the documentation.

If an individual brings information to the Office of Accessibility from a duly licensed certified professional indicating that they have a disability, that student is entitled to protection from discrimination under the law.

Different kinds of documentation trigger different levels of institutional responsibility. A student is not entitled to accommodations by virtue of being a person with a disability, but they are entitled to equal access. There has to be evidence within their documentation that establishes the need for specific accommodations.

## Documentation Requirements

Under the Americans with Disabilities Act of 1999 (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity. The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments, and/or auxiliary aids.

1. Documentation must be comprehensive and current
2. The report must include a specific diagnosis
3. Actual test scores must be provided
4. Tests used to document eligibility must be technically sound
5. A description of requested accommodations including the rationale must be provided
6. A qualified professional must conduct the evaluation

The Office of Accessibility staff will work with the student to assure the proper documentation guidelines are met.

The Office of Accessibility staff will protect student privacy rights by maintaining a confidential file for each student. Disability-related information will be shared only when express permission is given by the student to release such information in order to provide appropriate support services.

We recommend that students needing these services contact the Office of Accessibility as soon as they know they will be attending Auburn Career Center. The Office of Accessibility staff will review each student's documentation and, if found eligible for accommodations, will contact the student to begin the process.

### Definitions:

Disability: an individual is considered to have a disability if that individual either:

1. Has a physical or mental impairment which substantially limits one or more of that person's major life activities.
2. Has a record of such impairment.
3. Is regarded by the covered entity as having such impairment.

Major Life Activity – includes functions such as seeing, hearing, speaking, walking, breathing, caring for oneself, performing manual tasks, working or learning. Test taking is not considered a major life activity.

Please note, before you make any decision of whether the student should or should not receive an accommodation please talk with the Office of Accessibility staff. There may be many legal and ethical concerns that need to be addressed for each individual situation. It is important that all decisions regarding accommodations are made through the collaboration of the Office of Accessibility staff, faculty member, and student.

## Syllabus Information

It is vital that students with disabilities are aware of the Office of Accessibility. The following information should be placed into each of your class syllabi or information sheets.

### Disability Services for Students

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that needs reasonable accommodations.