

ACCESS AND ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Part 1. Policy Statement

Lac Courte Oreilles Ojibwe College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The College recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from its programs, services, and activities.

Part 2. Definitions

Subpart A. An individual with a disability

Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities; or any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Subpart B. Qualified individual with a disability

An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a College program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Subpart C. Personal devices and services

May include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

Part 3. General Access Policy

Lac Courte Oreilles Ojibwe College shall provide access to programs, services, and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

Part 4. Availability and Notice

The College shall post notices to the public in an accessible format stating 1) prohibition against discrimination based on disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodations.

Part 5. Reasonable Accommodations

Subpart A. Programs, Services, and Activities

The College shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

Subpart B. Employment

Reasonable Accommodations in Employment applies to accommodation requests by employees and applicants for employment.

Part 6. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities

The College has a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. support and referral information services that may include support groups, individual counseling, career counseling and assessment, tutoring and other services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification; and
3. coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Part 7: Students Requesting Reasonable Accommodations

Students who request accommodations must:

Complete a Disability Services Form

1. Provide current documentation (no more than 3 years old) of the disability and/or a signed "Release of Information" form whereby the Dean of Academic Affairs can obtain the documentation materials.
2. Allow the documentation of a disability to be reviewed and maintained in a confidential file or be willing to undergo diagnostic testing to determine eligibility for services.
3. Schedule an appointment with the Disability Services Coordinator/Dean of Academic Affairs to review the information and develop an accommodations plan.

Students who are denied a request for access or accommodation may appeal by filing a written statement to the College's ADA Officer/Dean of Academic Affairs.

The information contained in the notice can be made available in alternative formats by contacting the Dean of Academic Affairs.

Part 8: Procedure for Employees Requesting Reasonable Accommodation

1. To initiate the process, employees will complete the ADA Request form and return it to the Human Resources Office. Employees may also schedule an appointment before completing the form to clarify the process and ask questions.
2. The Director of Human Resources will provide employees with the appropriate Release of Medical Information forms to request medical documentation related to the accommodation request. The Director of Human Resources will verify that there is a qualifying condition prior to the beginning of the interactive process for identifying reasonable accommodations.
3. When a request for reasonable accommodation has been documented and verified, the Director of Human Resources will begin an interactive process with the employee and supervisor to discuss the purpose of the job and the essential functions. This process may include completing a step-by-step job analysis to determine the precise job-related limitations.
4. The next step is to identify potential accommodations and assess the effectiveness of each.
5. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause undue hardship to the operation of the College, the employee and Director of Human Resources will work together to determine whether reassignment may be an appropriate accommodation.

Part 9: Applicant Procedure for Requesting a Reasonable Accommodation

1. Applicants inform the Director of Human Resources of their request for an accommodation verbally or in writing. When a request for accommodation is received from a job applicant, the search committee chair and the Director of Human Resources will discuss alternatives with the applicant and make a decision regarding the request.
2. If the request is approved, the search committee chair will ensure that the accommodation is provided. If the request is not approved, the Director of Human Resources will inform the applicant in writing within 5 working days.

Part 10: Appeal Procedure

Employees or applicants who are denied access or accommodations may appeal by filing a written statement to the College's ADA Officer, the Dean of Academic Affairs