

Disability Services Policy

POLICY: Disability Services		CUSTODIAN: Academic Dean
POLICY NUMBER:	700.07	
APV'D DATE:	7/30/2019	
EFFECTIVE DATE:	7/30/2019	REVIEW DATE: June 2019
REFERENCES: Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Grievance Policy		

Part 1. Policy Background and Purpose

The Disability Services Policy is needed to provide a process for White Earth Tribal and Community College (WETCC) students in need of accommodations to make their access to education equal with other students.

Part 2. Definitions

Disability – a permanent or temporary physical or mental condition that limits a person's movements, senses, or activities.

Reasonable accommodations - assistance or changes that will enable a student to engage in the academic environment despite having a disability.

Eligible Student – A person who has completed their enrollment paperwork and been accepted at White Earth Tribal and Community college.

Part 3. Responsibility

Student Responsibilities

- Student has the responsibility to submit a request if services are desired
- Student has the responsibility to provide documentation to support need for services. Documentation needed will be determined on an individual basis, depending upon the disability and services desired.
- Student has the responsibility to communicate with the Associate Dean of Student Services if they feel an approved accommodation is not being met

White Earth Tribal and Community College Responsibilities

- WETCC has the responsibility to award any reasonable accommodations to eligible students
- WETCC must respond in writing to a student request for accommodations.

Faculty Responsibilities

- Faculty have the responsibility to provide the student with the accommodations when they are notified by Associate Dean of Student Services.
- Faculty are responsible to not give any accommodations unless instructed by Associate Dean of Student Services.
- Faculty are responsible for confidentiality of all student accommodations within their classes and throughout the campus.

Part 4. Policy

Disability Support Services is available through the WETCC Student Services Department. It is the goal of WETCC to provide reasonable accommodations to eligible students individualized to address specific functional limitations based on the documentation provided by a certified/licensed professional.

Students requesting accommodations at WETCC must contact the Associate Dean of Student Services. To be eligible for reasonable accommodations, the student must have a documented disability that significantly interferes with access to the curriculum, services or programs at WETCC.

The student needs to:

- Submit current documentation of the disability as soon as requesting accommodations.
- Meet with the Associate Dean of Student Services to identify the functional limitations of the disability based on the documented disability in order to determine reasonable accommodations. Additional accommodations may be determined once the student has begun classes and determines there is a related barrier which prevents equal access.

Faculty, staff and administrators will not ask students about their disability without the student initiating. Once the student has initiated the faculty, staff or administrator should encourage the student to meet with the Associate Dean of Student Services to help determine a plan for accommodation(s).

The approved syllabus template includes a disability statement to assist in informing students.

Part 6. Rights

Students' Rights

Every otherwise qualified student with a documented disability has the following rights:

1. Equal access to courses, programs, services, jobs, activities and facilities available throughout WETCC.

2. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined by the institution on a case-by-case and/or course-by-course basis.
3. Appropriate confidentiality of all information pertaining to the disability with the choice of to whom to disclose the disability, except as required by law.
4. Information reasonably available in accessible formats.
5. Right to have approved accommodations handled appropriately in the classroom.
6. Right to appeal denial of accommodations.
 - a. Meet with the Academic Dean
 - b. Petition to the President's Cabinet of WETCC by filing the grievance form with the WETCC President.

White Earth Tribal and Community College Rights

1. Maintain academic, admissions and graduation standards.
2. Request that a student with a disability provide current documentation completed by a professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
3. Discuss a student's need for reasonable accommodations, academic adjustments and/or auxiliary aids with the professional source of his/her documentation with the student's signed consent authorizing discussion.
4. Select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids for each student on a case-by-case/course-by-course basis.
5. Deny a request for accommodations, adjustments, and/or auxiliary aids if:
 - The documentation does not identify a specific disability
 - The documentation fails to verify the need for the requested services, and/or the documentation is not provided in a timely manner.
6. Refuse to provide an accommodation, adjustment, and/or auxiliary aid that is inappropriate or unreasonable, including any that:
 - pose a direct threat to the health and safety of others;
 - constitute a substantial change or alteration to an essential element of a course or program;
 - fundamentally alters the nature of the service provided; and/or pose an undue financial hardship or administrative burden on the institution.