



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ACCESSING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	Code: FF1000
Policy Reference: C0200, C0201, C0203, F0102; Board, 5/18/92	

MATC fully complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. The Student Accommodations Services (SAS) department and ADA/504 Coordinator ensure that students with disabilities are provided reasonable accommodations to ensure their successful participation in MATC's educational environment. The Administrative Notice (F0102) provides additional information concerning accommodations.

STEPS TO ACCESS STUDENT ACCOMMODATIONS SERVICES (SAS)

Accommodations are determined on an individual basis according to a person's documented needs. Students requesting accommodations must make a written request for accommodation in advance of need.

A student of MATC who has a disability and desires academic accommodations, adjustments, auxiliary aids, and/or disability services from MATC must:

1. Be currently enrolled in a class at MATC.
2. Provide documentation of the disability by a licensed professional (medical doctor, psychologist, Licensed Professional Counselor, Advanced Practice Nurse Prescriber, or psychiatrist) that states the specific diagnosis of the disability (including DSM-V or ICD-10 codes where applicable), how it impacts the student's education, the duration of the disability, and the recommended accommodations and/or services to accommodate that disability at MATC.
3. Complete the appropriate Accommodation Request Form (Test or Program/ Course) to request the specific accommodations, auxiliary aids, and/or services needed. Please refer to the SAS Student Guide <https://www.matc.edu/student-life-resources/student-support/sas-guidelines-2023-04-18.pdf> for examples of accommodations, auxiliary aids, and services. Please be aware that requests involving the audio format of textbooks or specialized equipment/ furniture may require as much as **TWO MONTHS LEAD TIME**. All requests will be responded to in a timely manner.
4. Submit the Accommodation Request Form and appropriate documentation of disability to the Accommodations & Accessibility Facilitator of SAS as early as possible.
5. Meet with Disability Specialists to discuss approved accommodations, complete the Service Plan, request in writing that their "Passport" (notification letter to inform



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instructors about approved accommodations) be emailed to their instructors, and receive training on approved assistive technology.

6. For all courses, the approved accommodations "Passport" is delivered via MATC email to the instructor.

Each semester, students are responsible for requesting that their accommodation "Passport" is emailed to the Instructor. It is suggested that students approach instructors very early, in class or during office hours, to discuss the notification letter.

Academic accommodations are designed to ensure equal access to education related to how the course content is received by the students during class or expressed during testing. Academic accommodations are not an alteration of course content or requirements.

DETERMINATION OF ACCOMMODATIONS/SERVICES TO BE PROVIDED

All Accommodation Request Forms with accompanying appropriate documentation of disability will be reviewed by SAS in a timely manner in accordance with the Americans with Disabilities Act. Each request for accommodation will be evaluated on an individual basis. MATC has discretion in choosing the specific accommodation, aid, or service it provides to the student, as long as it is effective. The student has the right to provide input as to the type and effectiveness of specific accommodations as they relate to his/her disability. If the request is denied, the student will be contacted by SAS. The need for further documentation or possible alternatives will then be discussed.

If an accommodation or service is not approved, the student may request that the Director of SAS review the decision by emailing the Director of SAS. The email should state the reason for the disagreement and can contain additional documentation of disability to support the student's request. The Director will respond in writing to the appeal within 30 business days.

If the student is not satisfied with the decision of the Director of SAS, the student has the right to submit a written appeal of a decision of the Director of SAS to the ADA/504 Coordinator within 30 calendar days, using the following procedure:

- The appeal must be in writing, stating the reason for the disagreement, and submitted to the ADA/504 coordinator or designee. Pending the outcome of the appeal, the accommodations recommended by the college staff will be available.



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- The ADA/504 coordinator will reevaluate the decision, considering any information or statements supplied by the student or prospective student (including any additional information from medical or vocational rehabilitation experts). It is the student's responsibility to provide all necessary documentation at his/her own expense in support of his/her appeal.
- The ADA/504 coordinator may elect to use the assistance of an Accommodations Committee. The ADA/504 Accommodations Committee may consult with outside agencies in the appeal process, taking care to provide confidentiality for the student/prospective student. The ADA/504 Accommodations Committee will discuss its findings and make recommendations to the ADA/504 coordinator for appropriate action. The ADA/504 coordinator will make the "final appeal decision."
- The student/prospective student will be notified of the final decision in writing, generally within 30 calendar days after the appeal is filed. By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.
- The ADA/504 Coordinator is:
 - Assistant General Counsel
 - Milwaukee Area Technical College
 - 700 West State Street, Room M-270-C
 - Milwaukee, WI 53233-1443

FINALIZING ACCOMMODATIONS

To begin using approved accommodations/services, the student will need to complete a Service Plan designating the services and test accommodations that will be provided. This can be done electronically or in person. The student has the right to refuse any recommended service or accommodation, for any particular course or for all courses. If the student accepts accommodations for their course(s), the student must request in writing that SAS email their accommodation "Passport" to their instructors. After consulting with SAS staff about how approved accommodations are delivered, students may choose to meet with their instructors to discuss how approved academic accommodation needs will be met.

For certain accommodations, such as the need for a notetaker, the instructor is responsible to report to SAS via the "Instructor Notetaker Request Form" to explain how the accommodation will be provided. Possible options are:

- All of their class notes are available on Blackboard; no notetaker is needed
- The instructor will provide their own lecture notes to the student



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- A student volunteer will take notes for the student. If no students in the class volunteer to be a notetaker after two request announcements have been made, the instructor shall notify SAS by submitting the “Instructor Notetaker Request Form”.

At this time, alternate means can be employed by SAS to meet the student’s needs. Alternate means may include: provision of a recording device, provision of notes from another section of the same course or assignment of a volunteer not enrolled in the class to take notes, if available,

Students who have provided their accommodation “Passport” to their instructors, but do not receive approved academic adjustments, such as a notetaker or alternative test taking arrangements, must notify the SAS Accommodations & Accessibility Facilitator. For students with approved accommodations for a notetaker, if no notetaker has been assigned within the first two weeks after the student provides the instructor with the “Passport”, the SAS Accommodations & Accessibility Facilitator should be notified.

The Accommodations & Accessibility Facilitator and Director will facilitate the provision of alternative accommodations to meet the student’s needs within a reasonable timeframe, not to exceed one week. SAS will also work with course instructors to identify and provide compensatory benefits or services to students who experience a loss of educational benefits because the approved accommodation was not provided.

STUDENTS TRANSFERRING TO MATC

Students with disabilities who transfer to MATC from other colleges must follow MATC procedures for determining what and how services and/or accommodations are provided. The Accommodations & Accessibility Facilitator of SAS should be contacted to discuss arrangements prior to the beginning of the semester. Appropriate documentation of disability and a completed Program/Class Accommodation Request Form will be necessary before accommodations or services are considered.

Office of Responsibility: Student Accommodations & Interpreting Services

Last Reviewed: Sept-2023