

# Pine Technical and Community College Procedure

## 1PTCC.3.1.1: Access for Individuals with Disabilities

for [Minnesota State Policy 1B.4 Access for Individuals with Disabilities](#)

**Chapter:** 1 – College Organization and Administration

**Section:** B – Equal Education and Employment Opportunities

**Date:** 10/9/2018

### PROCEDURE FOR REQUESTING ACCOMODATIONS

#### To College Employees or Student with Documented Disabilities:

For an employee or a student with a disability, the first step in seeking accommodations at Pine Technical and Community College is to make an appointment to meet with the Chief Human Resources Officer or Student Success Coordinator, as appropriate. You will be asked to provide documentation of your disability at this initial meeting.

Guidelines about documentation that will be requested:

- Identification of the nature and extent of your disability
- Educational testing results, if applicable
- Specific information regarding the manner in which the disability affects your ability to function as an employee or student
- Description of the current course of treatment, if any, including medications and side effects
- Prognosis of disability
- Suggestions regarding possible accommodations
- Credentials of the professional making the diagnosis

Reasonable accommodations will be provided only after the appropriate documentation has been reviewed by Human Resources (HR) or Student Success and discussed with you.

- HR will provide services to help employees in identifying needs and developing a reasonable accommodation. Student Success personnel are trained to assist students in assessing needs and developing reasonable accommodations.
- Adequate lead-time for accommodations is important. For students, for example, adequate lead-time is particularly important if you will need course materials in an alternate format. Acquiring materials in alternate formats can take six weeks or more.



- For students, request syllabi and lists of course materials sufficiently in advance of the beginning of the class/classes so that you can determine whether any materials will require an alternate format.
- For employees, it is important that you inform your supervisor of any issues that may arise as soon as possible.
- Keep the appropriate office informed about any physical and/or attitude barriers you encounter so that we may help you resolve them. Your suggestions for solutions are valued.
- Meet reasonable deadlines established for submission of medical documents.

**Self-advocacy is an important part of your employment and/or educational experience, and while Human Resources and Student Success offices are here to help, we encourage you to become your own best advocate.** If you encounter difficulty and wish to seek others resources on campus, you may contact:

**Human Resources: Amy Kruse**, Chief Human Resources Officer, 320-629-5129

**Student Success Coordinator: Jen Rancour**, Student Success Coordinator, 320-629-5189

**Counseling: Jennifer Baker-Jones**, 320-629-5556

**Student Success Administration: Kierstan Peck**, Director of Student Success, 320-629-5180

The basic principles of reasonable accommodation are as follows:

- A. A qualified individual with a disability **MUST REQUEST** reasonable accommodations if the individual wants to be assisted. There may be times when an individual with a disability does not want to be accommodated. Therefore, to ensure privacy, it is vital that the individual initiates this process. The individual must renew the request periodically, especially whenever changes occur. For example, each semester, students with disabilities will need to confirm which accommodations they are requesting for which classes.
- B. The reasonable accommodation obligation is not retroactive. There is no obligation to provide a reasonable accommodation until the employee or student makes a request for accommodation and provides adequate documentation.
- C. An employer or program provider must consider the accommodation requested by a person with a disability. A reasonable accommodation need not be the specific accommodation requested or the best accommodation available as long as it is an effective accommodation.
- D. Reasonable accommodation must be determined on a case-by-case basis and individualized. What is a reasonable accommodation for one person with a disability may not work for another person with the same disability. Once implemented, it is very important that employees and students provide feedback to human Resources of Student Success regarding how well their accommodations are working.
- E. The reasonable accommodation obligation applies only to accommodations that reduce barriers to employment or participation in programs, services, and activities related to a



person's disability. It does not apply to accommodations that a person with a disability may request for some reason other than the disability or that does not reduce the specific barriers to employment or program participation.

- F. An employer or program provider is not required to provide an accommodation that is primarily for personal use.
- G. The ADA's requirements for certain types of adjustments and accommodations to meet its reasonable accommodation obligations do not prevent an employer or program provider from providing accommodations beyond those required by ADA. The institution that provides these accommodations beyond the requirements of the law, is not obligated to continue to provide these services.
- H. An employer or program provider is only obligated to make an accommodation to the known limitations of a qualified individual with a disability. "Known limitations" are those that are obvious, suspected, or disclosed by the person with a disability.
- I. A person cannot be forced to accept an accommodation if they choose to deny the accommodation.
- J. An accommodation will not be provided where: a) there would be a direct threat to the health and safety of others; b) there would be substantial change in an essential element of the curriculum or a substantial alteration in the manner in which services are provided; or c) there would be undue financial or administrative burden or hardship.
- K. Reasonable accommodations do not include tolerating misconduct. Individuals with disabilities (whether employees or participants in the institution's programs) must meet the institution's expectations and standards of conduct and performance.

#### **Related Documents:**

[MinnState Board Policy 1B.4](#)

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*Last Reviewed:*

*Next Review Date: 6/27/2022*

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*Custodian of Policy: Chief Human Resources Officer*

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#### **Procedure History:**

*Date and Subject of Revisions and Amendments:*

*MM/DD/YY – explanation of the amendment*