

Pine Technical and Community College Procedure

1B.PTCC.4.1 Access for Individuals with Disabilities

Chapter: 1 - College Organization and Administration

Date: 2/12/2024

Part 1. Purpose

Pine Technical and Community College is committed to the inclusion of students, staff, and faculty with disabilities. The college provides reasonable accommodations to all individuals to help overcome disability-related barriers.

Part 2. Requesting Reasonable Accommodation(s)

Individuals with a documented disability can request services by self-disclosing the nature of their disability to the Chief Human Resource Officer (CHRO) for staff and faculty or the Student Success Coordinator (SSC) for students. Self-disclosure can be done in several ways such as verbally, in writing, or via email; however, students must complete an Initial Accommodation Request form available from the Student Success Coordinator.

Part 3. Required Documentation

Proper documentation of the disability is required. Documentation must be from a qualified professional and may *(but is not limited to)* include:

- Statement from health care or service provider
- Psychological assessment
- Cognitive assessment
- Neuropsychological evaluation
- Mobility assessment
- Visual assessment
- Hearing assessment
- Individualized Education Plan (IEP)
- 504 Plan – Vocational Assessment

Part 4. Staff and Faculty Requesting a Reasonable Accommodation

1. Meet with Chief Human Resource Officer (CHRO)



2. Provide documentation of disability
3. The CHRO will help to identify reasonable accommodation(s) based on the disability-related barrier(s) and the position requirements
4. Communicate agreed-upon reasonable accommodation(s) to the Supervisor
5. Continue to work with CHRO to provide information regarding any changes or additional disability-related barriers that arise

Part 5. Students Requesting a Reasonable Accommodation

1. Schedule an intake meeting with the Student Success Coordinator
2. Provide documentation of disability
3. Complete the Initial Accommodation Request form
4. The Student Success Coordinator will help to identify reasonable accommodation(s) based on the disability-related barrier(s) and the requirements of the program(s)/course(s)
5. Complete additional documentation as necessary which may include:
 - a. Release of Information form(s)
 - b. Rights and Responsibilities
 - c. Recording Device Guidelines
 - d. Tennessen Warning
6. Communicate with faculty to ensure that both the faculty and the student are aware of accommodations and how they will be applied/used in the class/program.
7. Continue to work with SSC to provide information regarding any changes or additional disability-related barriers (s) that arise.

Part 6. Self-Advocacy

Students, staff, and faculty are encouraged to practice self-advocacy as this is an important part of the employment and/or educational experience. When issues arise with the use of reasonable accommodation(s), the individual may address it with the appropriate staff (CHRO or SSC).

Part 7. Basic Principles of Reasonable Accommodations

The basic principles of reasonable accommodation are as follows:

1. It is the individual's choice to self-disclose a need for accommodation(s).
2. Individuals with disabilities are not required to use accommodation(s) and may deny use.



3. Accommodation(s) are not retroactive. Reasonable accommodation cannot be considered until an employee or students requests it.
4. The college must provide effective accommodation(s).
5. The college does not need to provide reasonable accommodation(s) if it fundamentally alters the nature of the employment, program, or activity.
6. Accommodation(s) must be based on the needs of the individual.
7. The accommodation(s) is intended to reduce barriers related to a person's disability and is not to be implemented for the primary intent of personal use.
8. Accommodation(s) may be provided beyond the base requirement of the Americans with Disabilities Act (ADA); however, it is not required, nor is the college obligated to continue if the accommodation becomes unreasonable.
9. Individuals with accommodation(s) must meet the institution's expectations and standards of conduct and performance. Misconduct will not be tolerated as reasonable accommodation.

Related Documents:

[1B.1: Equal Opportunity and Non-discrimination in Employment and Education](#)

[1B.2: Affirmative Action](#)

[1B.4: Access and Accommodations for Individuals with Disabilities](#)

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Custodian of Policy: Chief Human Resources Officer

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