



## College of Court Reporting

### ADA Disability Accommodations

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ccr.edu

#### ADA Accommodations

The Individuals with Disabilities Education Act (IDEA) which governs appropriate and reasonable accommodations for students in the K-12 setting, is not in effect in higher education. Colleges have no legal responsibility to identify students with disabilities or involve parents in decision making. Individual Education Plans (IEP) developed for individuals in the K-12 setting under IDEA have no relevancy in higher education. The relevant law in higher education and post-secondary education is civil rights law- it protects people with disabilities from discrimination in admission to college and participation in college activities. The two federal laws that provide this protection are Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). The ADA states "No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." In general, a disability cannot be grounds for excluding a person from a college, an academic program, a class, a residence hall, or college activity, if the person is qualified.

Under these laws:

1. Students must self-identify that s/he has a disability.
2. Students must provide appropriate and current documentation of a disability that is dated within 2 years. If an evaluation is needed, the expense is the student's responsibility.
3. Students must request specific accommodation(s).
4. Under "reasonable accommodations", academic adjustments that equalize opportunity for participation are required; substantial modifications to curriculum and lowering standards are NOT required.
5. College students are over 18 and are considered adults. No parent consultation is required.



Students requiring accommodations are encouraged to begin the process prior to enrollment at College of Court Reporting (CCR). Applicants will complete an Admissions Survey, which assesses various skills, but does not request information related to disability. A secondary school IEP is not sufficient for documenting a current disability and requesting accommodations while enrolled in school. Students desiring disability-based accommodations at CCR must present current documentation of a disability, including recommendations for reasonable accommodations in the post-secondary environment, signed by an appropriate professional along with the completed Disability Accommodations Request form.

The Disability Accommodations Request form and supporting documentation are to be submitted to the ADA Coordinator for review and evaluation. The Director of Compliance is available, if needed, for consultation on the validity of the documents submitted. The Corporate Director of Education and the Director of Education are available for consultation on the appropriate accommodations which can be offered. Any unusual or concerning situations should be referred by the ADA Coordinator to the CEO for advice from legal counsel.

Once a student has submitted a formal accommodation request and acceptable documentation, the ADA Coordinator confers with the Director of Education or Director of Compliance, to devise an accommodations plan. Once a decision has been rendered by the institution regarding the accommodation, the ADA Coordinator will prepare an Accommodations Plan and send this to the student for review and signature within 10 days of the completed request. After the student signs off on the Accommodations Plan, the ADA Coordinator will sign/date the document and notify the appropriate personnel in the Education Department (i.e.: Instructors). The ADA Coordinator confers regularly (as indicated on the student's accommodation plan) with the student's instructor on the efficacy of the accommodations plan.

The ADA Coordinator maintains the disability accommodations request and supporting documentation in his/her confidential files. The Accommodations Plan gets scanned into the student's documents into the Student Information System.

## **Procedure**

1. Upon an applicant or student self-disclosing a disability, the student is referred to the ADA Coordinator.
2. The ADA Coordinator gives the applicant or student the Accommodations Request form and advises them on what is needed to complete an accommodations request.
3. Upon receipt of a complete and valid accommodations request, the ADA Coordinator confers with the Director of Education, or Director of Compliance if they have any



questions or concerns. The ADA Coordinator alerts the CEO if there is a need to confer with legal.

4. The ADA Coordinator confers with the Corporate Director of Education and Director of Education regarding the accommodations the student is requesting.
5. Once an accommodations request is determined to be valid, and the accommodations requested are reasonable (or alternate, reasonable accommodations can be offered) the ADA Coordinator prepares an Accommodations Plan. The approved plan is provided to the student within 10 days of the completed request.
6. The ADA Coordinator communicates with the student and the Director of Education to review the Accommodations Plan. Once the student agrees to the plan, the plan is implemented and the Director of Education shares with the student's Education team.
7. The ADA Coordinator and the Director of Education maintains regular contact (as indicated in the approved Accommodations Plan) with the student and the instructor to ensure that the plan is accomplishing its goals.
8. Paperwork is stored appropriately – the Accommodations Request and supporting documentation in the ADA Coordinator's confidential files, and the Accommodations Plan in the student's documents in Student Information System.

#### **ADA Coordinator Contact Information:**

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