

Accommodations, Adjustments, or Aids to Students with Disabilities

Northwest Tech is committed to serving all students and does not discriminate. Students needing accommodations may request them from the Dean of Students. Northwest Kansas Technical College provides and coordinates services to students with disabilities in order to accommodate their disability and promote equal access to educational opportunities. Information regarding accommodations for students with disabilities is available from the Section 504 Coordinator/ADA Coordinator/Title VI Coordinator, Vice President for Academic and Student Affairs, who is located in the Administration Building at 1209 Harrison, Goodland, Kansas 67735 (785-890-3641). Accommodations are provided on an individual, as needed basis after the 42 student requests assistance. Students requesting assistance are encouraged to complete an intake interview with the 504 Coordinator.

It is the responsibility of the student requesting the accommodation to have current documentation from an appropriate diagnostician (e.g., physician, psychologist, or past educational organization) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. If a student does not request an accommodation, Northwest Tech is not obligated to provide one.

Upon receiving a request for assistance, the Coordinator will respond by granting or denying the request of assistance after meeting with the student to discuss the request, and the student's history and experiences and after reviewing the documentation provided by the student. The college may request a separate evaluation at the college's expense.

Upon granting the request, the Section 504 Coordinator will:

- Prepare a written document, signed by the 504 Coordinator and student, which specifically lists the request(s) and how the college will provide the accommodations, adjustment, or aid to the student with the disability.
- Forward a written notice of specific accommodations and adjustments to the faculty who teach the student. Any questions regarding these instructions will be directed to the 504 Coordinator.

Upon denial of the request, the Section 504 Coordinator will:

- Prepare a written document explaining the reason(s) of the denied request and forwarding that recommendation to the college president for a final decision by the president within 10 college days.
- Meet with the student to inform him/her of the President's decision and give a copy of the above-mentioned document to the student.
- Explain to the student that if he/she does not agree with the president's decision, the option to appeal is available by following the Student Discrimination Action Procedure beginning with step 6.