

**Catalog addendum: Addition to Affirmative Action page 62:**

**GUIDELINES FOR STUDENTS SEEKING REASONABLE ACCOMMODATIONS**

**Objectives:**

Pima Medical Institute does not discriminate on the basis of a non-disqualifying disability in the recruitment of students or in the implementation of its policies, procedures, and activities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans With Disabilities Act of 1990 and the implementing regulations in 29 CFR part 1630 (1992), the Institute has established the following guidelines for students seeking reasonable accommodations. The Institute is committed to providing opportunities for higher education to students with disabilities and to making the programs, activities, and facilities at the Institute fully accessible to students with disabilities.

**How to Request a Reasonable Accommodation:**

Students with disabilities are responsible for seeking available assistance and making their needs known. To that end, students seeking reasonable accommodation should make an appointment to meet with the college's Compliance Coordinator. The Compliance Coordinator handles all requests for reasonable accommodations. The name and phone number of your Compliance Coordinator is the Associate Director of the College at the College's main number. This information can also be found in your catalog and student handbook. This information is also posted in the Institute's Student Lounge. Please note that information pertaining to an applicant's disability will be kept confidential. Requests for reasonable accommodations will be reviewed on an individual basis.

All students requesting an accommodation should direct their request to the Compliance Coordinator. The request should be in writing and should state the nature of the student's disability as well as the types of accommodations being sought. All requests are logged in and filed, as received by the Institute. Students may obtain a copy of their request, along with the Institute's determination, upon request. The Institute maintains all written requests for as long as the student is enrolled at the Institute (if the student completes his or her program) or one year from the student's last date of attendance.

**Verification of Disability:**

The Institute cannot provide an accommodation, until it has verified the student's disability.

Verification will typically require medical or expert documentation. A professionally verified disability is a condition that significantly impairs major life activities and is certified by a licensed physician, psychologist, audiologist, speech pathologist, or other appropriate professional. However, if the student's disability is obvious (i.e., amputee, blind, quadriplegic), the disability can be verified by the Compliance Coordinator. Students with learning disabilities must submit recent comprehensive evaluation results including cognitive and achievement test scores.

**Determinations:**

Each student who requests an accommodation will receive a written accommodation response that includes the following:

- (i.) The Institute's determination as to whether medical/expert documentation has been found adequate to support the accommodation request, and if not, why not.
- (ii.) The specific list of accommodations approved by the Institute for that student, and the duration of approval, e.g., for the semester, for one year, for the student's full period of enrollment at the Institute.

The Institute will be responsible for notifying the student's instructors of the specific accommodations that have been approved by the Institute. Instructors are obligated to implement the approved accommodations.

**Appeal Process:**

Should you disagree with any of the Institute's determinations, you may appeal the decision. All appeals must be in writing and should state the grounds for appeal. All appeals should be submitted to the Compliance Coordinator, but will be reviewed by the Campus Director. Students should expect to receive a written response on their appeal within two weeks or as soon thereafter as practicable. If the Institute expects a delay in providing a response to an appeal, it will notify the student of the delay in writing.

If you have any questions or require additional information regarding these guidelines, please see the Compliance Coordinator or the Campus Director.