



Applicants and Students with Disabilities

Pima Medical Institute is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. PMI does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Each PMI campus has a compliance coordinator who ensures Section 504 compliance. Grievances or complaints concerning Americans with Disabilities Act (ADA) matters should be directed to the compliance coordinator.

Reasonable Accommodations

PMI has adequate halls, doorways, classrooms, bathrooms, student lounges, and designated parking areas to accommodate disabled students. Elevators are available at campus locations with multiple floors to assist students to upper-level classrooms. Applicants and students seeking reasonable accommodations are required to communicate the specific need in writing to the campus compliance coordinator using the *Request for Accommodation* form.

Procedure

Students with one or more disabilities are responsible for seeking available assistance and making their needs known. Each PMI campus, including the PMI online programs, has a designated compliance coordinator who processes all requests for reasonable accommodations. The compliance coordinator will forward all requests to the corporate student services manager for review. Information pertaining to an applicant's disability will be kept confidential. Requests for reasonable accommodations are reviewed on an individual basis.

Requests and Notification

Applicants requesting accommodations during the initial admission process should be directed to the campus compliance coordinator before starting classes. Students who are enrolled in a program should be directed to the campus compliance coordinator when the student makes their request known. All requests for accommodation must be submitted to the compliance coordinator, in writing, using the Reasonable Accommodations Form. Disclosure requirements include reporting the nature of the disability/disabilities and the type(s) of accommodations being sought. Supporting documentation for all requests for accommodation cannot exceed five (5) years. PMI will respond, in writing, to each request for accommodations. The response will typically state the list of approved accommodations. PMI will notify the student's program director or instructors of the specific accommodations that have been approved.

Wonderlic SLE Test

There is a time limit of 12 minutes for taking the Wonderlic SLE test. This time limit can only be waived if a learning disability can be documented and verified.

Verification of Disability

To verify the nature and extent of the individual's disability, the compliance coordinator or Corporate Student Services Manager may request additional information (including, but not limited to, medical records). This information may also be used to assist in the determination of appropriate reasonable accommodations.

Appeal Process

Should a student disagree with any of PMI's determinations, they may appeal the decision. Appeals must be submitted in writing and state the grounds for appeal. Appeals are to be submitted directly to the campus compliance coordinator. The compliance coordinator will forward the appeal to the Student Services Manager. The corporate student services manager will review the appeal and make a decision within two (2) weeks of receiving the appeal. If PMI expects a delay in providing a response to an appeal, it will notify the student of the delay in writing. The corporate student services manager will submit the decision, in writing, to the student. Should the student disagree with any of PMI's determinations, they may follow the PMI Grievance Policy.