

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 5	SECTION 7P	TITLE REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES UNDER ADA/504	HISTORY		
			Adopted 2004	Campus Forum	Reviewed 2024
			Revised 2024		

Procedure

The purpose of the ADA/504 procedure is to identify the steps to request reasonable accommodations and the procedures to handle disputes/appeals. Laws that govern policy for ADA/504 students include the Americans With Disabilities Act of 2008 Section 504 of the Rehabilitation Act, Washington State Law (RCW 28B.10.910-910), and the Washington Law against Discrimination (RCW 49.60). These procedures specify the process students with disabilities must use to request and receive reasonable accommodations.

A. Requesting Reasonable Accommodations

All requests for access, accommodation, and academic adjustment should first be brought to the Disability Resource Office (DRS) using the following steps.

1. 1. Student should download the DRS packet or request a packet through email or visiting the DRS office. The student should gather any supporting documentation of disability prior to meeting with the Disability Resources Manager (DRM).
2. 2. Student schedules an intake interview appointment to meet with the Disability Resources Manager (DRM) at any time during the quarter, but preferably 4-6 weeks prior to need. DRS and student work collaboratively to assess the student's request for reasonable and appropriate accommodations and/or adjustments, and develop an accommodation plan if approved for services.
3. DRS generates a Letter of Accommodation (LOA) outlining the student's accommodation plan and forwards it to the student's instructors and the student's CPTC email address.
4. Students, the DRM and instructors collaborate to implement the approved accommodations and/or adjustments.
5. Student contacts DRS immediately if an accommodation is ineffective or if the student is not receiving the accommodation outlined in the student's LOA.

B. Reasonable Accommodation – Disputes/Appeals

CPTC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

If a student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from DRS, a student should first request assistance of the DRM in resolving the complaint. If the complaint cannot be resolved in this manner, or if it involves the DRS office, a student has the right to use the following procedures:

1. Access the [A Better CPTC](#) The VPSS or designee will respond to the complaint within ten (10) business days and identify who shall investigate the grievance and list the next steps for the student.
2. The VPSS, or designee, will issue a written determination, specifying resolution of the matter within ten (10) business days after the investigation is completed.
3. The decision of the VPSS, or designee, is the final decision of the institution.

APPROVAL:

By: *Dean Kelly*
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