

## STUDENT ADA/SECTION 504

### **I. Procedure**

- A. Students may initiate the disability service process at any time. However, accommodations cannot be applied retroactively.
- B. To receive accommodations, students and prospective students must register with the Disability Services Office located in the Student Success Center. The process is initiated by the student or prospective student contacting the Disability Services Office. The process cannot be initiated by faculty, family, or other third parties. Students must self-identify with the Disability Services Office and complete the Disability Service Request Form in MyWDT.
- C. Students must provide documentation from a qualified third-party professional that verifies the disability to the Disability Services Office. Documentation may be submitted via email, mail, fax, or in person. The WDTC Disability Services Office will not interpret a diagnosis or infer the current impact or functional limitations described in documentation.
- D. Students must engage in an interactive process with the Disability Service Office, regarding requested accommodations. The interactive process focuses on determining what constitutes an accommodation versus a program modification. While modifications cannot be made, the interactive process allows students an opportunity to explain their unique situation.
- E. Once approved, the Disability Services Office will provide Notice to the student and instructors or Western Dakota Technical College housing staff of the accommodations the student has been granted through an electronically secure method. Accommodations do not go into effect until all parties sign the documentation.
- F. Instructors and housing staff must provide approved accommodations to students upon receiving Notice from the Disability Services Office.
- G. Students can contact the Disability Services Office at any time to change accommodations as needed.
- H. The student is responsible for verifying the status of their requested accommodations each semester.

### **II. Definitions**

- A. "Prospective Student" is defined as a student interested in attending WDTC, but not currently registered to take classes at WDTC.

- B. "Notice" is defined as receiving accommodation paperwork signed by the Student, Disability Services Office, and Instructor. This Notice comes electronically through a secure method and will be signed electronically by all parties.
- C. "Reliable Third-Party" is defined as:
  - 1. A trained professional who by virtue of their expertise, scope of practice, and familiarity with the person with a disability, can verify that their accommodation request is directly related to their disability, that it would alleviate one or more of their symptoms or effects of their disability, and that it is necessary to provide that individual equal access.
  - 2. For emotional support animals, the trained professional must state the accommodation as necessary for equal access to the housing space.
  - 3. The student and the reliable third-party must have an ongoing relationship.
- D. "Student" is defined as any person registered to take classes through WDTC.

Legal References: [28 CFR Part 35](#)  
[10 CFR Part 4 Subpart B](#)

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