It is the policy of Western Dakota Technical Institute, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to ensure that no qualified person shall, solely by reason of disability, be denied access to participation in, or the benefits of, any program or activity operated by the institute. Western Dakota Technical Institute works to insure campus accessibility for persons with disabilities, which would include, but not be limited to admissions, services, educational opportunities, programs, activities, employment practices and facilities use/maintenance, except where to do so would result in a fundamental alteration of the program or place undue financial and administrative burdens upon the Institute and that can be provided without lowering academic and other essential standards.

**Student Responsibility**

To be eligible for accommodation, the student must contact the Disability Coordinator at 605-718-2426. This contact should be made as early as possible. It is the student’s responsibility to provide medical or other diagnostic documentation of disability and limitations. If documentation is not adequate, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing.

Students with disabilities are not exempt from following WDTI policies and procedures, such as drug/alcohol policies, grade appeal procedures, etc. These procedures and policies are outlined in the WDTI Student Handbook.

**Faculty and Staff Responsibility**

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the Disability Coordinator. As noted above, students with disabilities have the responsibility to follow institutional policies and procedures.
**Academic Accommodations**

Students who request academic accommodations will be required to provide the appropriate documentation to the Disability Coordinator. The Disability Coordinator will review the documentation and meet individually with the student to determine which accommodations will be allowable. The student will be given an “ADA Accommodation Request” form and the student is responsible for taking this form to each class/teacher in which accommodations are requested.

*Instructional/classroom accommodations may include, but not be limited to:*

- Oral test
- Enlarged material
- Extended time on exams (up to time and a half)
- Reduced Distraction-free environment
- Note takers
- Readers
- Taped texts (must be registered through the State Library)
- Tape recorders
- Preferential seating
- Graphic organizers