

## ACCESSIBILITY SERVICES

### Documentation Criteria for Services

*West Georgia Technical College is required by law to adhere to the Title II of the Americans with Disabilities Act (ADA), 1990 and the Section 504 of the Rehabilitation Act, 1973. The ADA defines a disability as, “An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment” (ada.gov, 2020).*

*All disabilities that affect learning and/or require a physical modification will require documentation that verifies the disability, clarifies the areas of learning affected, and states the accommodations recommended as appropriate.*

*It is the student’s responsibility to request all accommodations or modifications. No accommodations are implemented without the student’s consent to services. It is also the student’s responsibility to submit the adequate documentation for services. The Accessibility Services staff do not make such request to the student’s doctor, therapist, or clinician or Georgia Vocational Rehabilitation Agency counselor. Also, the assessment to determine a disability are not facilitated or administered by the college.*

#### **Criteria for Learning Disabilities including Autism**

One of the following:

- IEP within three (3) years (accompanied with a psychological evaluation or vocational evaluation). Services are rendered for one semester if an IEP is submitted exclusively, but is reinstated when proper documentation is received. \* If recent test results are included in the IEP, then the document is acceptable for services
- 504 Plan within three (3) years (accompanied with a psychological evaluation or vocational evaluation). Services are rendered for one semester if a 504 Plan is submitted exclusively, but is reinstated when proper documentation is received. \*If recent test results are included in the 504 Plan, then the document is acceptable for services.
- Psychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years

Outdated documentation is accepted on a temporary basis which means the student can receive services for one semester, unless updated proper documentation is received.

Criteria requirements may be different for Dual Enrolled students. Please contact the Accessibility Services program for details.

### **Criteria for ADD/ADHD**

The student must request a verification form from the Accessibility Services office. It is the student's responsibility to submit the form once it is completed by professional clinician or medical personnel. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

### **Criteria for Brain Injuries**

One of the following:

- Psychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years
- 504 Plan within three (3) years

### **Criteria for Visual, Hearing, Health, and Mobility Impairments**

The student must request a verification form from the Accessibility Services office. It is the student's responsibility to submit the form once it is completed by their medical practitioner. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

### **Criteria for Psychological Disorders**

The student must request a verification form from the Accessibility Services office. It is the student's responsibility to submit the form once it is completed by professional clinician or medical personnel. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

### **Service Animals**

Service animals, dogs, and in some instances, miniature horses are welcome in all areas and on all campuses without the requirement of documentation.

### **Emotional Support Animals**

The ADA does not mandate the allowance of Emotional Support Animals (ESA) and pets on college campuses where campus housing is not available.

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is V.P. of Student Affairs. ADA (Section 504) coordinator is V.P. of Administrative Services. Both are located at 401 Adamson Square, Carrollton, GA 30117. 678.664.0400  
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