

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, clinician, or Georgia Vocational Rehabilitation Agency counselor. Also, the assessment to determine a disability is 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Outdated documentation is accepted on a temporary basis which means the student can receive services for one semester, unless updated proper documentation is received.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 a 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
- Neuropsychological 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, sex, 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, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) coordinator is V.P. of Administrative Services, 678.664.0533, 401 Adamson Square, Carrollton, GA 30117.

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Adamson Square
401 Adamson Square
Carrollton, GA 30117
678.664.0400

Carroll Campus
997 South Highway 16
Carrollton, GA 30116
770.836.6800

Coweta Campus
200 Campus Dr.
Newnan, GA 30263
770.755.7800

Douglas Campus
4600 Timber Ridge Dr.
Douglasville, GA 30135
770.947.7200

LaGrange Campus
1 College Circle
LaGrange, GA 30240
706.845.4323

Murphy Campus
176 Murphy Campus Blvd.
Waco, GA 30182
770.537.6000