



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). The two laws define major life activities as “Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working” (Title 34, part 104, 1980).

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. West Georgia Technical College determines what recommended accommodations are reasonable.

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 or recommended accommodations to determine a disability are not facilitated or administered by the college.

Veterans Served by a Veterans Affairs Medical Center

The student must request a verification form if the student has a psychological or health disability from the Accessibility Services office. All other disability types must adhere to the specific disability as listed in this document.

It is the student's responsibility to submit the form once it is completed by their medical practitioner or Veteran Affairs facility. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

Adamson Square
401 Adamson Square
Carrollton, GA 30117
678.664.0400

Carroll Campus
500 Technology Pkwy
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



Page 2: Accessibility Services Documentation Criteria for Services

Criteria for Learning Disabilities including Autism

Requires one of the following:

- IEP within three (3) years accompanied with recent test results and a Summary of Performance. Services are rendered for one semester if an IEP is submitted exclusively, but is reinstated when proper documentation is received
- 504 Plan within three (3) years
- Psychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years

Criteria for ADD/ADHD

Requires one of the following:

- IEP within three (3) years
- 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

Criteria for Brain Injuries

Requires 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.

If a student has an observable disability, documentation **may not** be required. Inquire with the Accessibility Services office.

Criteria for Psychological Disorders

Requires 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
- Psychological Verification form (request the form from the Accessibility Services Staff)

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.

West Georgia Technical College does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (protected status). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator. Melinda Hofius, AVP of Student Affairs n0.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, n0.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, n0.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.

Created: May 2020, Updated: May 2024

Adamson Square
401 Adamson Square
Carrollton, GA 30117
678.664.0400

Carroll Campus
500 Technology Pkwy
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