

Student Accommodation Requests Policy and Procedure: Rosedale Technical College is committed to providing equal access to education for all qualified students with disabilities in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and applicable state and federal laws.

This policy outlines the procedures through which students may request reasonable accommodations to ensure equitable access to academic programs and services while maintaining the integrity of educational standards and program outcomes.

This policy applies to all enrolled students and applicants who seek academic or physical accommodations due to a documented disability, temporary impairment, or other qualifying condition.

Rosedale Technical College supports an inclusive learning environment where all students can pursue their educational goals without barriers. Students with disabilities are entitled to reasonable accommodations that provide equal access to academic programs, facilities, and services.

The Accommodations Committee will work collaboratively with students and faculty through an interactive process to determine appropriate accommodations that do not alter the essential elements or learning outcomes of the program.

#### Procedure

1. **Student Request:** Students are responsible for self-advocating and initiating the accommodation process in a timely manner by contacting the Student Success Center. Students must complete the Accommodation Request Form, specifying the accommodations they are requesting.
2. **Documentation:** Students must provide current documentation from a qualified professional (e.g., licensed physician, psychologist, or other recognized authority) that includes: diagnosis and functional limitations, recommended accommodations, credentials and contact information of the professional. Documentation must be sufficiently recent to reflect the student's current needs and functional impact.
3. **Committee Review & Interactive Process:** The Accommodations Committee, which may include representatives from Academic Services, Student Success, and relevant faculty or staff, reviews the request and documentation. The Committee engages in an interactive meeting with the student to discuss needs, barriers, and possible accommodations. Accommodations are determined on a case-by-case basis, ensuring they are reasonable and do not compromise essential course requirements or academic standards.
4. **Approval & Notification:** Approved accommodations are documented in an official Accommodation Approval Letter. Students are responsible for providing copies of this letter to their instructors at the start of each term or immediately upon approval. Faculty are expected to implement accommodations as documented. Accommodations not specified in the letter should not be implemented without Committee approval.
5. **Ongoing Communication:** Students must notify the Accommodations Committee if issues arise or if additional accommodations are needed. Students should not assume that information shared with a funding agency, staff member, or faculty member has been relayed to all relevant parties.
6. **Appeals:** Students who disagree with the Committee's decision may submit a written appeal to the College Director within 10 business days of notification. The College Director will review the case and render a final decision.

All disability-related records and communications are confidential. Information is shared only with individuals directly involved in implementing accommodations unless the student provides written authorization for broader disclosure. Records are maintained separately from academic files.

The College must maintain academic integrity and program standards; therefore, learning objectives, outcomes, and assessments cannot be altered.

In some cases, accommodations may be limited by external regulatory agencies that govern specific examinations or licensure tests (e.g., Commercial Driver License exams, State Inspection exams, EPA tests).

The College will provide support to the extent permitted by those agencies' regulations.

Rosedale Technical College is approved to train and support individuals referred by and/or funded through:

- The Pennsylvania Office of Vocational Rehabilitation (OVR)
- Veterans Rehabilitation programs

These agencies may provide additional resources or financial assistance for eligible students with disabilities.