

# AMERICAN COLLEGE OF HEALTHCARE

## Services for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, American College of Healthcare (ACH) abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap. ACH is committed to providing reasonable accommodations. Below are examples of some of ACH’s Disability Services:

1. Disability records are maintained separately from the student educational records in order to ensure confidentiality.
2. The Disability Coordinator conducts the initial interview with the ACH student in order to review supporting documentation and services available to the student.
3. The Disability Coordinator verifies the disability, and consults with faculty and administrative departments as needed.
4. The Disability Coordinator meets with the ACH student to review the request for appropriate/reasonable accommodations.
5. The Disability Coordinator certifies approved accommodations and:
  - a. Provides the student with a “Letter of Accommodation”;
  - b. Collects the student’s signed “Letter of Acknowledgement and Student Responsibility” and;
  - c. Provides the student with additional disability information and resources when possible and appropriate.
6. The Disability Coordinator may conduct follow up interviews with the student in order to assess the reasonable accommodations and to maintain up to date records.

The list of services described above is a partial list that may be affected by timing of the student request and by the ‘reasonable’ nature of the request for accommodation. ADA does not require schools to provide accommodations that result in undue burden to the school or that fundamentally alter the nature of a course or academic program. Students should submit written requests for reasonable accommodations, including supporting documentation, at least four weeks prior to the beginning of the educational program.

To request reasonable accommodations related to disability, please contact the ACH Admissions Office and ask to speak with the Disability Services Coordinator.