

# Disability Services/Request for Reasonable Accommodations Policy

---

The Greater Altoona CTC makes every reasonable effort to provide qualified students with disabilities the opportunity to take full advantage of programs, practices, services and facilities. Students with disabilities who wish to request an accommodation are required to do so through the Coordinator of Continuing Education or the Practical Nursing Coordinator, if the student is a Practical Nursing student. Requests can be made in person by visiting the Continuing Education Office or the Practical Nursing Department, both located on the 5<sup>th</sup> Floor. Additionally, information about the process can be obtained by calling (814) 946-8469 or (814) 505-1286.

At the time of request, students will be required to complete a formal written request for accommodation and provide the necessary documentation. All requests should be submitted at least 30 days prior to an effective date of implementation. In keeping with policy and in an effort to provide the best possible services to a student, the request will be shared with other essential personnel, as needed. Standard policy dictates that upon receipt of the completed written request and documentation supporting the request, the documentation will be forwarded to the Counseling staff at the GACTC. Counseling staff are involved to ensure that reasonable accommodations requests are thoroughly reviewed and acted upon.

The Coordinator of Continuing Education or the Practical Nursing Coordinator will review the request with the counseling staff, meet with the student, and determine what accommodations are warranted and will be approved. For any request for accommodations to be implemented, it must be formally approved.

The School's policy complies with the requirements of Title VII of the Civil Rights Act of 1964, Title IX and Section 504 of the Educational Amendments of 1972, and all other applicable Federal, State, and Local statutes, regulations, and guidelines.

## Facilities

Designated handicapped accessible restroom facilities are available for students with physical disabilities. The GACTC has elevators and a wheelchair accessible entrance. Students requiring alternative classroom seating may request such through the Continuing Education Department.