

STATEMENT OF DISABILITY SERVICES FOR STUDENTS:

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, American Career College 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.” American Career College is committed to providing reasonable accommodations. Below are examples of some of American Career College’s Disability Services:

Services:

- Disability records are maintained separately from student educational records to ensure confidentiality.
- Disability Coordinator(s) conducts initial intake meeting with student to review services and, if required, supporting documentation.
- Disability Coordinator(s) receives request form from student and conducts initial review and evaluation (verifies appropriate forms/documentation, verifies disability, if required, and consults with faculty, administrative departments, etc.).
- Disability Coordinator(s) meets with student to review the request and appropriate/reasonable accommodations.
- Disability Coordinator(s) certifies approved accommodations and continues working with student by:
 - Providing student with “Letter of Accommodation(s)”;
 - collecting student’s signed “Letter of Acknowledgement and Student Responsibility” and;
 - when available providing student with additional disability information and resources.
- Disability Coordinator(s) may conduct follow up meetings with student to maintain up to date records and reasonable accommodations.

The above list of services is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation, if required, at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, please contact the Student Services Office at your campus and speak with the Disability Services Coordinator.