Pennsylvania Institute of Technology

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

The Pennsylvania Institute of Technology is committed to providing equal opportunity for students with disabilities and does not discriminate on the basis of disability in admission, access to or treatment in its programs and activities. Qualified students with a diagnosed disability are eligible to participate in our programs or services. To this end, the Pennsylvania Institute of Technology shall provide reasonable accommodations unless it would constitute an undue burden or would require a fundamental alteration of the College's program. Reasonable accommodations include but may not be limited to extended testing time, testing in a private and/or semi-private environment, and the ability to use approved technology during course instruction. Students with disabilities who have questions regarding their rights are encouraged to contact the Director of Student Affairs. Students with disabilities that require accommodations are asked to adhere to the following procedure:

1. **Identification** P.I.T. strongly encourages students to disclose their diagnosed disability as early as possible during the admissions process or upon initial contact with their Student Success Coach to allow time to complete the assessment and approval of accommodations prior to the start of the semester. For this reason, the assessment interview usually takes place following disclosure. Disclosure of a diagnosed disability lies entirely in the hands of the student. Students may choose not to disclose that they have a diagnosed disability before or during the College's admissions process. Students may also choose to disclose once they begin their academic program if they experience difficulties. Regardless of when the student chooses to disclose their diagnosed disability, the Documentation, Assessment and Approval processes remain the same.
2. **Documentation** - A student requesting reasonable accommodations must provide appropriate documentation to the Director of Student Affairs (IEPs , 504) prior to scheduling their Assessment Interview with the Director of Student Affairs. Documentation of disabilities must be provided in the interest of ensuring they support requests for reasonable accommodations.

The College does not provide nor pay for services rendered to meet the above documentation requirements. In order to ensure that services and accommodations are matched to the student's changing needs, students must provide the most current documentation. This may require that students undergo reevaluations if their previous evaluation is too old to meet the current needs of the student. Comprehensive testing is not required for a reevaluation. A student need only be re-tested for his/her previously diagnosed disability. The issue of what specific retesting is required is left to the discretion of the student's physician or other qualified evaluator. If the student's physician or other qualified evaluator determines that retesting is not necessary, that individual should write to the Director of Student Affairs stating the reasons for that determination. Retesting that is not medically necessary will be waived.

3. **Assessment Interview** & **Approval of Accommodations** - Once a student has been admitted to the College and has disclosed that he/she has a disability, the student should set up a meeting with Director of Student Affairs to discuss the proposed accommodations. The student is encouraged to make this appointment prior to the start of the semester. Parents and/or guardians may attend this appointment if the student makes the request. At the Assessment Interview, the Director of Student Affairs and the student will discuss the student's special needs and will agree upon accommodations. The Director of Student Affairs and the Assistant Dean of Academic Affairs will meet an review the requested accommodations. The student will receive documentation that outlines all approved accommodations. This documentation can be given to all instructors of the course in which the accommodations are needed.
4. **Student's Responsibilities** - It is the student's responsibility to discuss and clarify the approved accommodation(s) with their instructors as soon as the instructors have been notified. Failure to do so may cause a delay in the provision of services.
5. **Questions** - Any questions that a faculty member may have regarding a student's approved accommodation(s) should be addressed to the Director of Student Affairs.
6. **Accommodation Arrangements** - Student Affairs will work in conjunction with faculty members and the student to make arrangements for accommodations such as extended testing or testing in a private/semi-private area or using approved technology in the classroom, etc.
7. **Continuing Needs** - A continuing student whose accommodations use may vary from term to term must meet with the Director of Student Affairs well in advance of the beginning of each term to agree on which accommodations are appropriate for

that term of course work. It is the student's responsibility to request this appointment and to do so early enough to allow for the processing of the accommodations request.

8. **Grievance Procedure**- Students with disabilities who have any complaints, including, but not limited to, complaints regarding a request for accommodations are encouraged to use the student grievance procedure outlined in the student handbook.