



ACCESSIBILITY SERVICES

Documentation Criteria for Services

West Georgia Technical College is required by law to adhere to the Title II of the Americans with Disabilities Act (ADA), 1990 and the Section 504 of the Rehabilitation Act, 1973. The ADA defines a disability as, “An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment” (ada.gov, 2020). The two laws define major life activities as “Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working” (Title 34, part 104, 1980).

Disabilities that affect learning and/or require a physical modification will require documentation that verifies the disability, clarifies the areas of learning affected, and states the accommodations recommended as appropriate. West Georgia Technical College determines what recommended accommodations are reasonable.

It is the student's responsibility to request all accommodations or modifications. No accommodations are implemented without the student's consent to services. It is also the student's responsibility to submit the adequate documentation for services. The Accessibility Services staff do not make such request to the student's doctor, therapist, clinician, or Georgia Vocational Rehabilitation Agency counselor. Also, the assessment or recommended accommodations to determine a disability are not facilitated or administered by the college.

Veterans Served by a Veterans Affairs Medical Center

- Students must request a psychological verification form from the Accessibility Services office if the student has a psychological disorder and *doesn't* have a completed psychological evaluation. If the student has an evaluation dated within five (5) years, the student may be asked to submit the evaluation as documentation.
- Students with a physical health disability can request a health verification form from the Accessibility Services office.
- All other disability types must adhere to the specific disability as listed in this document.

It is the student's responsibility to submit the verification forms when completed by their medical practitioner or Veteran Affairs facility. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

Adamson Square
401 Adamson Square
Carrollton, GA 30117
678.664.0400

Carroll Campus
500 Technology Pkwy
Carrollton, GA 30116
770.836.6800

Coweta Campus
200 Campus Dr.
Newnan, GA 30263
770.755.7800

Douglas Campus
4600 Timber Ridge Dr.
Douglasville, GA 30135
770.947.7200

LaGrange Campus
1 College Circle
LaGrange, GA 30240
706.845.4323

Murphy Campus
176 Murphy Campus Blvd.
Waco, GA 30182
770.537.6000



Criteria for Learning Disabilities & Neurological Disorder including Autism Spectrum Disorder

Requires one of the following:

- IEP within three (3) years accompanied with recent test results or a Summary of Performance. Services are rendered as provisional (for one semester) if an IEP is submitted exclusively, but is reinstated when proper documentation is received
- 504 Plan within three (3) years
- Psychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years

Criteria for Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder

Requires one of the following:

- IEP within three (3) years IEP within three (3) years accompanied with a Summary of Performance. Services are rendered as provisional (for one semester) if an IEP is submitted exclusively, but is reinstated when proper documentation is received
- 504 Plan within three (3) years
- Vocational Evaluation within five (5) years
- Psychological Verification form (request the form from the Accessibility Services Staff)
 - The following may apply:
 - Additional supporting documentation, such as a psychological evaluation, may be requested
 - Services may be rendered as provisional (for one semester) until additional documentation is submitted

Criteria for Brain Injuries

Requires one of the following:

- Psychological Evaluation within five (5) years
- Neuropsychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years
- 504 Plan within three (3) years



Criteria for Visual, Hearing, Health, and Mobility Impairments

Dual Enrolled/Recent Graduates

- 504 Rehabilitation Plan within three (3) years
- IEP within three (3) years

Traditional Students

The student must request a verification form from the Accessibility Services office. It is the student's responsibility to submit the form once it is completed by their medical practitioner. Each completed form must be accompanied with a copy of the professional's business card. If not, services are halted until it is submitted.

If a student has an observable disability, documentation **may not** be required. Inquire with the Accessibility Services office.

Criteria for Psychological Disorders

Requires one of the following:

- Psychological Evaluation within five (5) years
- Neuropsychological Evaluation within five (5) years
- Vocational Evaluation within five (5) years
- 504 Plan within three (3) years
- Psychological Verification form (request the form from the Accessibility Services Staff)
 - The following may apply:
 - Additional supporting documentation, such as a psychological evaluation, may be requested
 - Services may be rendered as provisional (for one semester) until additional documentation is submitted

Service Animals

Service animals, dogs, and in some instances, miniature horses are welcome in all areas and on all campuses without the requirement of documentation. The college has the right to ask the two allowable ADA questions to verify a service animal.



Emotional Support Animals

The ADA does not mandate the allowance of Emotional Support Animals (ESA) and pets on college campuses where campus housing is not available.

Provisional

Services are provided on a case-by-case basis and will last for one semester.

Temporary Conditions

Students who believe they have a temporary condition which impacts one or more life activities are encouraged to speak to the Accessibility Services staff to determine services and necessary documentation requirements.

Confidentiality

West Georgia Technical College is committed to maintain the confidentiality of the documentation presented to the Accessibility Services office. Supporting documentation is used for the sole purpose of determining appropriate reasonable accommodations to serve the needs of students presenting with a disability.

Presentation of Documentation

Students are encouraged to schedule an appointment with the Accessibility Services staff to submit their documentation. They can also choose to email the information to accessibilityservices@westgatech.edu.

Equity Statement

As set forth in its student catalog, West Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Dean of Students 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.

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