

100.12 Americans with Disabilities Act Procedure

Date Adopted: March 15, 1994

Revised: March 6, 2019

Revised: January 13, 2021

**Procedure - Americans with Disabilities Act**

The following procedures are pursuant to IECC's Americans with Disabilities Act (ADA) Policy and describe the interactive course of action for processing accommodation requests. Reasonable accommodations will be considered on behalf of students, employees, and visitors who require modifications to policies, practices, or procedures in order to participate in college directed and supported functions or employment opportunities.

Under the Act, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment or being perceived as having an impairment may also qualify one as an individual with a disability. It is the individual's responsibility to disclose his/her needs and provide appropriate supporting documentation.

**CONFIDENTIALITY**

ADA Coordinators are committed to ensuring all information regarding students, employees, and applicants is maintained as confidential as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record and will only be shared with faculty and other personnel who must be informed of necessary restrictions or accommodations. Information regarding an employee's or applicant's disability and the reasonable accommodation request will only be shared with the employee's supervisor(s) and other personnel who must be informed of necessary restrictions or accommodations. All medical information will be kept in the employee's leave file which is separate from the employee's personnel file. This information is only accessible by human resources personnel.

**SERVICE ANIMALS**

A service animal under ADA titles II and III (see § 35.136) is defined as a dog or a miniature horse that is individually trained to do work or perform tasks for people with disabilities. The service animal's work or task must be directly related to the individual's disability. Service animals have access to any area on campus that is generally open to the public. Expectations are:

- All animals must be under the handler's control. Animals must be kept on a leash, harness, or tether unless doing so would interfere with the animal's ability to perform their work or task. In those circumstances, the handler may use voice commands, hand signals or other effective means to maintain control of the animal.
- The service animal must be housebroken. It is the handler's sole responsibility to ensure that the animal is taken outside to relieve itself and to dispose of waste material appropriately.

A handler will be required to remove a service animal from campus under the following conditions:

- The animal is not under the handler's control
- The animal is not housebroken.
- The animal has been identified as posing a safety risk to others.

Emotional, support, comfort, or therapy animals are not service animals under Title II and Title III of the ADA and are not permitted on campus (see Title III Part 36 definitions). Non-service animals are often used to ameliorate stress or provide comfort to others and are not limited to individuals with disabilities. Although some animals are part of a medical therapy plan, please note that a doctor's letter or therapy plan does not certify an animal as a service animal.

**ADA COORDINATORS**

To ensure compliance with the ADA policy, IECC has appointed a District ADA Coordinator with sufficient powers, authority, training, and staffing to coordinate ADA activities district wide. To assist the District ADA Coordinator, Deputy ADA Coordinators are assigned at the locations identified in Appendix A. The college president will notify the District ADA Coordinator when a new Deputy ADA Coordinator is appointed.

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All ADA Coordinators, faculty, and staff will be properly trained in order to carry out their respective responsibilities relating to the ADA Policy and Procedures. The District ADA Coordinator will ensure Deputy ADA Coordinators, faculty, and staff are informed of new developments and common areas of interest regarding the Americans with Disabilities Act that impact IECC policy and procedures.

Colleges and the District Office will post the names, position titles, addresses, and telephone numbers for all IECC ADA Coordinators on a bulletin board that is in such a place so as to be generally seen by all students, employees, or visitors to the facility. All designated coordinators are listed in Appendix A and can also be found on the website at [www.iecc.edu/ada](http://www.iecc.edu/ada).

**REQUESTING AND PROCESSING ACCOMMODATION REQUESTS**

Students, employees, and visitors who desire a reasonable accommodation should contact an ADA Coordinator with questions and/or to schedule an appointment. The applicable ADA Coordinator will keep a written record of all conversations and actions taken throughout the process.

**1. Process for Students** (current or prospective)

- a) Student meets with the Deputy ADA Coordinator at their college of attendance/intended attendance. This meeting should be scheduled at the earliest date possible prior to the beginning of a semester for which accommodations are requested.
- b) Students submits a Student Request for Accommodations form, along with appropriate documentation, to their ADA coordinator. Documentation must:
  - Be on typed or printed on official letterhead;
  - Clearly state the diagnosed disability;
  - Describe the functional limitations resulting from the disability;
  - Be signed and dated by an evaluator qualified to make the diagnosis (include NPI number and license number of certification and area of specialization);
  - Be current (within five years for learning disabilities and one year for psychiatric disabilities (unless of a permanent nature));
  - Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested; and
  - Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability

NOTE: A current (within the last five years) Individualized Education Plan (IEP) satisfies the documentation requirement.

- c) Deputy ADA Coordinator determines if the request for a reasonable accommodation can be granted. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.
- d) Deputy ADA Coordinator provides a written response to the student within 7 days of receiving all required documentation.
  - If the request is approved
    - ❖ an interactive process is coordinated by the Deputy ADA Coordinator, between the student and faculty/staff, in order to develop a comprehensive plan
    - ❖ the student provides faculty/staff with Accommodation Letter
    - ❖ faculty/staff will provide the accommodation(s) described in the Accommodation Letter
    - ❖ student is responsible for contacting the Deputy ADA Coordinator if accommodations are not implemented in an effective and a timely manner
  - If the request is denied
    - ❖ the Deputy ADA Coordinator notifies the District ADA Coordinator prior to informing student of decision.
    - ❖ the student may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial.

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- ❖ the District ADA Coordinator will review the appeal, in consultation with Chancellor (or designee), to determine if the original decision is upheld or repealed.
- e) Student must, each semester, make an appointment with the Deputy ADA Coordinator to make arrangements for reasonable accommodations; a comprehensive plan is not automatically developed. Contact should be made at the earliest date possible prior to the beginning of a semester for which accommodations are requested.

**2. Process for Employees**

- a) Employee completes an IECC Employee Accommodation Request form describing the nature of the disability and the requested accommodation and submits to the Deputy ADA Coordinator for Employment (or designee). At the employee's request, a supervisor may assist in the process of initiating the request.
- b) Human Resources will make contact with the employee upon receipt of request.
- c) Deputy ADA Coordinator for Employment determines if the request for a reasonable accommodation can be granted. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operations of the institution.
- d) Deputy ADA Coordinator for Employment provides a written response to the employee within 7 business days of receiving all required documentation.
  - If the request is approved
    - ❖ an interactive process is coordinated by the Deputy ADA Coordinator for Employment (and District ADA Coordinator as necessary), between the employee and supervisor in order to develop a comprehensive plan.
    - ❖ Human Resources will provide the employee and supervisor an Accommodation Letter
    - ❖ supervisor will provide the accommodation(s) described in the Accommodation Letter
    - ❖ employee is responsible for contacting the Deputy ADA Coordinator for Employment if accommodations are not implemented in an effective and a timely manner
  - If the request is denied
    - ❖ the Deputy ADA Coordinator for Employment notifies the District ADA Coordinator prior to informing employee of decision.
    - ❖ the employee may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial.
    - ❖ the District ADA Coordinator will review the appeal, in consultation with the Chancellor (or designee), to determine if the original decision is upheld or repealed.

**3. Process for Visitors**

Staff who are responsible for planning events, special activities, and programs are additionally responsible for considering accessibility by attendees. If the event is publicized, provide information regarding who to contact in order to request special accommodations, advising that sufficient advanced notice is required.

**QUESTIONS**

Questions regarding the IECC ADA Policy and/or the American with Disabilities Act should be directed to the District ADA Coordinator.

**GRIEVANCES**

Students and employees who believe IECC has not met its obligations under the ADA should refer to IECC's Policy to Address a Complaint (100.16).

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**Appendix A**

Student ADA related questions and inquiries should be directed to the Deputy ADA Coordinators below:

**Frontier Community College**

Lori Noe  
Director of Instructional Support Services  
noel@iecc.edu  
2 Frontier Drive  
Fairfield, IL 62837-2601  
Ph: 618-847-9128

**Wabash Valley College**

Tabatha Niduaza  
Director of Academic Success Center  
niduazat@iecc.edu  
2200 College Drive  
Mt. Carmel, IL 62863-2699  
Ph: 618-262-8641

**Lincoln Trail College**

Rena Gower  
Director of Instructional Support Services  
gowerr@iecc.edu  
11220 State Highway 1  
Robinson, IL 62454-5707  
Ph: 618-544-8657

**Coal Mining/Industrial Training**

Laurel Taylor  
Associate Dean of Business and Industry  
taylorl@iecc.edu  
John A. Logan College  
700 Logan College Road  
Carterville, IL 62918  
Ph: 618-879-9461

**Olney Central College**

Chad Groves  
Director of Instructional Support Services  
grovesc@iecc.edu  
305 North West Street  
Olney, IL 62450-1099  
Ph: 618-395-7777

**Adult Basic Education Students (Districtwide)**

Rodney Ranes  
Program Director, Adult Education  
ranesr@iecc.edu  
2 Frontier Drive  
Fairfield, IL 62837-2601  
Ph: 618-842-3711

Employee ADA related questions and inquiries should be directed to the Deputy ADA Coordinator for Employment:

Andrea McDowell  
Director of Human Resources  
Illinois Eastern Community Colleges  
233 East Chestnut Street  
Olney, IL 62450-2298  
Ph: 618-393-2982

Inquiries regarding the ADA Policy and Procedure and all Appeals should be directed to:

Libby McVicker  
Title IX/District ADA Coordinator  
Illinois Eastern Community Colleges  
320 East North Avenue  
Noble, IL 62868  
Ph: 618-393-3491