



AUSTIN  
CAREER  
INSTITUTE

Reasonable  
Accommodations  
Policy

(Rev. 07/23)

Austin Carere Institute is committed to ensuring that faculty, staff, employees, job applicants, students, and others have equal access to its programs, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity to be successful in education, housing, and employment as those individuals who do not have disabilities. ACI complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act, (hereinafter ADA), Section § 504 of the Rehabilitation Act (§ 504), the Fair Housing Standards Act (FHSA), the Texas Persons with Disabilities Civil Rights Act, and other related laws and guidance.

### **Purpose of Policy**

ACI is committed to ensuring that individuals who identify as having disabilities are fully included in campus life and receive the accommodations necessary for making education, employment, and Programs accessible in compliance with federal and state laws. This Policy describes how ACI implements that commitment and sets standards that the school must meet when responding to requests for or providing reasonable accommodations.

### **Stakeholders Most Impacted by the Policy**

The Policy applies to employees, students, and members of the public who participate in Programs and who either provide or require reasonable accommodations so individuals with disabilities may have equal access to those programs.

The school is not required to provide a Qualified Individual's desired accommodation. Instead, the school and the Qualified Individual must participate in the interactive process to identify a reasonable accommodation that will allow the Qualified Individual to equally participate in employment, education, Program, or event without placing undue hardship on the school or fundamentally altering the workplace, education, or other school Program.

As part of the Interactive Process for evaluating accommodation requests, ACI will consider individual preferences; however, ACI makes the ultimate determination as to the accommodation provided, which may not be the Qualified Individual's desired accommodation. Qualified Individuals may appeal that determination or file a complaint with an outside agency as discussed below.

A Qualified Individual is not required to identify themselves as a Person with a Disability or to request an accommodation. However, all individuals seeking Reasonable Accommodation must submit a request because the school must be informed of the disability and need for accommodation in order to begin the Interactive Process.

### **Student Accommodation Requests**

Academic Accommodations: Academic requirements may be adjusted, as necessary, to ensure that the courses or programs do not discriminate against Qualified Students. Academic adjustments may be required unless the change requested would eliminate requirements that are essential to the program of instruction or to any directly related licensing requirement (e.g., CPR, lifeguard, or health care provider certifications).

Academic adjustments may include, but are not limited to:

1. Changes in the length of time permitted for the completion of degree requirements;

2. Substitution of specific courses required for the completion of degree requirements; or
3. Adaptation in the manner in which specific courses are conducted.

Students must provide their own Auxiliary Aids for use outside of class, such as personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The school will provide Auxiliary Aids for in-class use and test-taking. Qualified Students may still participate in Educational Programs or activities if they do not elect to use such aid(s).

### **Non-Academic Services**

ACI will not discriminate against any Qualified Individual when providing access to non-academic services including access to physical education, athletics, counseling, placement services, or social organizations.

### **Employee Accommodation Requests**

A Qualified Employee may be entitled to an accommodation if they are able to perform the essential functions of the position with or without reasonable accommodations.

ACI will provide a Reasonable Accommodation, which may include a change in work environment, for employees or applicants that will allow an otherwise Qualified Employee to apply for a position or perform the essential functions of the position, so long as the accommodation does not impose an undue hardship upon the University or threaten the health or safety of coworkers.

A function may be "essential" if, among other characteristics, the position exists to perform the function; a limited number of other employees are available to perform the function; or the function is highly specialized, and the individual was hired based on them having those specialized skills.

A written job description will be considered evidence of the essential functions of an individual position.

### **Confidentiality**

Medical or other individually identifying information submitted in relation to an accommodation request shall be kept confidential and secure. Only those school individuals with a need to know will have access to such information.

Confidential information must be kept separate from student educational records or employee personnel files.

If a department receives a request to disclose such information, it should contact the Campus President or Dean of Academics for assistance in evaluating the school's options.

### **Appeals**

Appeals must be submitted in writing within 30 days of the final disability determination or denial of requested accommodation.

Individuals who wish to appeal a Reasonable Accommodation determination must contact the Campus President or Dean of Academics, which will consider the appeal in accordance with its standard procedures and guidelines.

No one who was involved in the initial accommodation decision will take active part in the appeal determination.

Unresolved appeals or grievances can be directed to:

Texas Workforce Commission  
Career Schools and Colleges  
101 East 15th Street  
Austin, Texas 78778-0001  
&  
Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
<http://council.org/>  
Telephone (Toll-Free): 800-917-2081

### **Retaliation**

Retaliation against an individual who requests accommodation is prohibited. Individuals who believe that they have been retaliated against may contact the Campus President or Dean of Academics. Individuals may also contact:

Texas Workforce Commission  
Career Schools and Colleges  
101 East 15th Street  
Austin, Texas 78778-0001  
&  
Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
<http://council.org/>  
Telephone (Toll-Free): 800-917-2081

### **Accountability**

Failure to follow this Policy and any associated procedures may subject ACI employees to disciplinary action, up to and including dismissal from employment, consistent with applicable procedures.