51 U.S. Route 1, Suite K, Scarborough, ME 04074
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Facilities and Services for Students with Disabilities

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A. INTRODUCTION

This document sets forth the policy of Northeast Technical Institute.

1. Preface and Designation of Responsible Employee

For qualified students ("students") with legally recognized disabilities ("disabilities") who are entitled to and who are requesting reasonable accommodations ("accommodations"). The purpose of this document is to guide students, faculty and staff in providing and receiving disability related services. No portion of this document is intended to expand or diminish any right or obligation imposed by law. The School has designated the VP of Operations, Kristy Lank, to coordinate the School's compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

2. Statement of School Policy and Notice of Nondiscrimination

Pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the School does not discriminate on the basis of disability. The School is committed to helping qualified students with disabilities achieve their individual educational goals. Upon request and documentation, the School provides to qualified student's reasonable accommodations to remediate the competitive disadvantage that a disability can create in our collegiate setting. The goal of the School is to balance on a case-by-case basis the specific needs of its students with the programmatic integrity, administrative resources and financial limitations of the School.

3. Examples of Disabilities

Applicable law protects qualified individuals with certain many, but not all, impairments. For the purpose of this Policy a physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more the following body systems: neurological, musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitourinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder including emotional or mental illness and specific learning disabilities. A qualified individual is an individual who meets the academic and technical standards requisite to admission or participation in the School's programs or activities that may be

regarded as disabling. Disabilities protected by law include certain physical, psychological, mental, neurological, and learning disabilities. The law also protects certain cosmetic disfigurements and serious contagious and non-contagious diseases including, but not limited to, AIDS, AIDS-related complex, epilepsy and tuberculosis.

4. Examples of Accommodations

The School will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual unless the accommodation would impose an undue hardship on the operation of one or more of the School's programs or activities. Reasonable accommodations will be made on a case-by case basis and implemented to meet the specific needs of each student and each course, program or activity. Such accommodations may include, for example, providing additional copies of handouts and supplementary materials for readers, note takers and interpreters; enlarging and photocopying reading materials; providing printed outlines of class lectures or lesson plans; allowing for extra time during writing assignments and tests; allowing students to take exams in a quiet, distraction-free environment under supervision; providing alternative seating arrangements in a classroom or lab; providing for the alternative access to course content, such as a video and audio recordings; providing a reasonable amount of additional time for tutoring or conferring with the student; and other accommodations deemed reasonable by the School. An accommodation does not include elimination of academic requirements that are essential to the instruction being pursued or to any directly related licensing requirement.

B. PROCEDURE FOR REQUESTING, REVIEWING & IMPLEMENTING REASONABLE ACCOMMODATIONS

Applicable law requires a multi-step process for assessing requests for, and provision of, reasonable accommodations. The School administers that process as follows:

1. Step One: Notice, Meeting and Documentation

I. Be admitted to or enrolled at the School;

II. Disclose as soon as possible after acceptance to the Campus Manager the student's claim of disability and request for accommodations. While a student is free to disclose his or her condition and request to instructors or staff, and while instructors and staff are encouraged to refer such disclosures to the Campus Manager, a student must not rely on disclosures to persons other than the Campus Manager. The student must provide timely notice to the Campus Manager; notice that does not permit the School a meaningful opportunity to review and implement an accommodation is not timely;

III. Make an appointment to meet with the Campus Manager to discuss the claimed disability and possible accommodations; and

IV. At the initial consultation, provide current and valid documentation of the claimed disability. This documentation must specify the nature of the disability, how the disability affects the student in a school environment, and recommendations for accommodations to remediate the competitive disadvantage. Examples of current and valid documentation include, but are not limited to:

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- Written assessment completed by a licensed or certified professional qualified to evaluate the disability; or
- Written evaluation based on assessment reports from the student's most recent secondary or post-secondary school.

In addition to other requirements imposed by law:

- A prospective or current student who believes that he or she may have a disability that is currently undiagnosed, undocumented or insufficiently documented should meet with the Campus Manager for referral assistance.

2. Step Two: School Review of the Request

The Campus Manager will review the disability documentation, the student's prior disability-related services and other pertinent information. The Campus Manager may also consult confidentially with the person(s) assessing the student's disability and those School officials who the Campus Manager deems necessary to the appropriate decision.

I. Approval of the Student's Request. If the Campus Manager finds the student eligible for accommodation, the Campus Manager will discuss with the student the accommodations appropriate and reasonable under the circumstances. If the student and Campus Manager agree to the provision of certain accommodations, the Campus Manager will memorialize that agreement in a draft confidential Memorandum ("Memo") to the student. The student must approve, revise or reject the Memo and return it to the Campus Manager. If the student wishes to revise or reject the Memo, the student must make an appointment and meet with the Campus Manager.

Upon final agreement to the terms of the Memo, the student must sign the release on the Memo allowing the Campus Manager to share confidentially with necessary School personnel information regarding the student's needs. The student must also meet with the affected instructor(s) to coordinate implementing the recommended accommodations. When requested by the student, the student's academic advisor may assist in this effort.

II. Disapproval of the Student's Request. If the Campus Manager finds the student ineligible for accommodation or if a requested accommodation is denied by the Campus Manager, the Campus Manager will notify the student. The student may then file a grievance regarding the Campus Manager's decision pursuant to the Grievance Procedure in Section C.

III. Role of Faculty, Instructors, Staff and Administrators, Faculty, Instructors. Staff and administrators are situated to play an important role in this process. They are encouraged to refer to the Campus Manager to disclose a condition that may be disabling or request an accommodation. Such persons may be asked to participate in identifying and assessing possible accommodations. Such persons shall keep confidential all such information regarding the student, and shall implement the accommodation(s) deemed reasonable by the President. Faculty, instructors, staff and administrators with concerns or questions regarding a disability or its accommodation should bring these concerns or questions to the attention of the Campus Manager as soon as possible.

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C. GRIEVANCE PROCEDURE

The following grievance procedure must be used by a student for complaints regarding claims of disability and requests for accommodation.

1. Contents of the Grievance

The grievance must be in writing; contain the name, address, and telephone number of student; and the location, date and description of the alleged discrimination. Alternative means of filing a grievance, such as personal interview or tape-recording, are available upon request if required by disability.

2. Filing the Grievance

The student or, if necessary because of disability, a designee must submit the grievance to the Campus Manager as soon as possible and no later than twenty (20) calendar days after the alleged violation. To contact the Campus Manager may be contacted at: Northeast Technical Institute,TEL: 207.805.8000.

3. School's Decision

As soon as practical after receipt of the grievance, the Campus Manager will meet with the student to discuss the complaint. As soon as practical after the meeting, they will respond in a format accessible to the student (such as large print, Braille or audiotape). The response will explain the position of the School and, where practical, offer options for substantive resolution.

4. Student Appeal to President

Within fifteen (15) calendar days after receiving the Campus Manager's decision, the student may appeal to the School President or designee.

5. Decision of the School President

As soon as practical after the receipt of the appeal, the President or designee will meet with the student to discuss the appeal. As soon as practical after the meeting, the President or designee will issue in a format accessible to the student a final decision regarding the grievance.

6. Record Retention

The School will retain all grievances, appeals and responses in the above Procedure for at least three (3) years.

D. DISTRIBUTION OF THIS POLICY OF NONDISCRIMINATION AND REASONABLE ACCOMMODATION

Notice of the School's non-discrimination statement and contact information for the Campus Operations Director shall be posted in locations throughout the campuses and on the school's website at: ntinow.edu/consumer-information.