

STATEMENT OF DISABILITY SERVICES FOR STUDENTS:

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, California Career Institute abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” California Career Institute is committed to providing reasonable accommodations. Below are examples of some of CCI Disability Services:

Services:

- Disability records are maintained separately from student educational records to ensure confidentiality.
- The Director of Admissions conduct the initial intake meeting with student to review services and, if required, supporting documentation.
- The DOA receives request form from student, conducts initial review and evaluation (verifies appropriate forms/documentation, verifies disability, if required).
- DOA meets with student to review the request for appropriate/reasonable accommodations.
- DOA confer with the Campus President to certify any approved accommodations and continues working with student by:
 - o Providing student with “Letter of Accommodation(s)”;
 - o collecting student’s signed “Letter of Acknowledgement and Student Responsibility”.
- DOA may conduct follow up meetings with student to maintain up to date records and reasonable accommodations.

The above list of services is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation, if required, at least 4 weeks prior to the beginning of the first day of classes or as soon as practical but no later than 1 week from the scheduled start date.

To request reasonable accommodations, please contact your admission representative yourcampus.

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