



Disability Services

The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more of the person's major life activities,

- a) has a physical or mental impairment which substantially limits one or more of the person's major life activities,
- b) has a record of such an impairment or
- c) is regarded as having such an impairment.

Each CBT College Campus Director is the primary staff that is responsible for the coordination of auxiliary aids and services for students with disabilities. Information is available at each campus to prospective and enrolled students, their parents and/or sponsors. CBT EDU2014-002 Policy details the policy and procedures.

Students requesting services must submit current documentation to the appropriate Campus Director along with a written request for services. CBT College requires that documentation be current (within 3 years) and describe the nature of the disability, include a diagnosis by professionals in the field, outline the history of the disability and the treatment. Documentation should include a description of how the disability relates to the need for services. Incoming students are encouraged to submit documentation as soon as they enroll in CBT and no later than 10 days from the start of the program. Currently enrolled students wishing an accommodation must submit at least 10 days before the start of a class. Academic accommodations are not applied retroactively.

Auxiliary aids and services are provided on an individual basis, and may include, but are not limited to: Individual Special Needs Accommodation Plan to instructors outlining accommodation needs, testing accommodations and assistance with accessibility issues. Faculty and staff will endeavor to provide reasonable accommodations that are requested in a timely manner, are appropriately documented, and do not compromise the integrity of a course or degree program.

While CBT College will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Academic accommodations are not applied retroactively and may only be provided to students who officially notified the Campus Director of their disability. Confidentiality of records is maintained by the Campus Director. Students seeking services should contact the Campus Director to discuss individual needs and obtain documentation guidelines specific to their disability.