

## Abcote Institute – Disability Services

Abcote Institute is committed to equal access in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. We coordinate reasonable accommodations for qualified students with disabilities so they can fully participate in our programs, services, and activities.

### Eligibility

You may qualify for accommodations if you have physical, medical, psychological, learning, sensory, or other condition that substantially limit one or more major life activities. Temporary conditions (e.g., injury, surgery, pregnancy-related complications) may also qualify.

### How to Request Accommodations

1. Submit a request: Complete the Accommodation Request Form or email us to start the process.
2. Provide documentation: Submit recent documentation from a licensed provider describing diagnosis, functional limitations, and suggested accommodations.
3. Interactive meeting: Meet with Disability Services to discuss your needs and reasonable accommodations.
4. Implementation: If approved, accommodation letters are issued and coordinated with instructors/clinical sites.

### Documentation Guidelines

Provide documentation on letterhead from a qualified professional that includes your diagnosis, functional limitations, recommended accommodations, and the evaluator's credentials and contact information.

### How current the documentation should be:

- For permanent conditions, older documentation is fine if it still accurately reflects your needs.
- For ongoing or chronic conditions, documentation from the past few years is usually best.
- For temporary or changing conditions, the documentation should be very recent to reflect your current situation.

This helps us ensure that the accommodations we put in place match your present needs.

### Examples of Reasonable Accommodations

- Extended time for exams
- Note-taking support
- Alternative formats (accessible PDFs, large print)
- Assistive technology (screen readers, speech-to-text)
- Flexible attendance where appropriate
- Clinical/externship adjustments consistent with site requirements
- Campus accessibility (priority seating, accessible classrooms)

### Confidentiality

Disability-related information is confidential and shared only on a need-to-know basis. Accommodation letters do not disclose diagnoses.

### Grievance & Appeal

If you disagree with an accommodation decision, contact Disability Services for an informal review. If unresolved, file a formal appeal through the Institute's grievance process. You may also file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR).

### Contact Disability Services

Disability Services, Abcote Institute Email:

[akaszubski@abcote.edu](mailto:akaszubski@abcote.edu) Phone: (248) 440-6020 ext. 112

Location: 16250 Northland Dr, Suite 205, Southfield, MI 48075

Hours: Mon–Fri, 9:00 AM–5:00 PM (ET)

ADA/504 Coordinator: Amy Kaszubski, [akaszubski@abcote.edu](mailto:akaszubski@abcote.edu)

This page constitutes Abcote Institute's ADA/Section 504 notice of non-discrimination and student procedure for requesting reasonable accommodations.