

Reasonable Accommodations

Nondiscrimination Policy

VDCI is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment. VDCI does not discriminate based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation, or any other legally protected classes in the relevant jurisdiction that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws.

Students with Special Needs

VDCI is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. VDCI does not exclude students with a disability from participation in the programs offered, solely by reason of the disability. All students must meet VDCI's admissions requirements and have the ability to work in the field, based on the job duties for which the student is trained. A student is eligible for consideration for accommodations if the student has a documented disability and the Management Team has consulted with the student and determined that the functional limitations of the disability require such accommodation(s).

Procedure for Obtaining Accommodations

Applicants or students with disabilities that wish to request disability accommodations must make a request to the Student Services Manager, Academic Manager, or CEO. These students or applicants should provide documentation of a diagnosed disability which requires accommodations, along with adequate information on the functional impact of the disability.

Applicants or students with disabilities that wish to request disability accommodations may do so through the following methods:

- A. Providing Copies of any IEPs and Section 504 or other individualized plans.
- B. Signed and dated certification that is on letterhead from an appropriately licensed health care provider, which (a) describes any physical or mental impairment that substantially limits a major life activity; (b) identifies the major life activity(ies) impacted; (c) describes how the impairment affects the student's ability to participate in VDCI's courses, programs, or activities; and (d) specifically describes any accommodation or modification recommended and the relationship between the requested modification and the impairment.

Students bear the cost of obtaining this documentation. Some students may not need documentation if the disability is permanent, observable, and stable. Documentation provided must be current, generally, less than three years old.

Decision and Implementation

VDCI will provide a decision to students within ten (10) days of receiving the request. Individuals disagreeing with the decision(s) of the institution may file an appeal with the Program Manager, Academic Manager, or CEO. This written appeal should clearly outline:

1. The grounds for the appeal.
2. A clear description of the accommodations the student wishes to receive and an explanation of the relationship between the requested accommodations and the impairment.

Accommodations are not retroactive and are effective upon the student sharing approved accommodations with the instructor (or requesting that the Management Team share the approved accommodations with the instructor).

Ideally, requests for accommodations should be submitted 10 days prior to the start date of the course for which accommodations are requested, or 10 days prior to the student's start date with VDCI. This will allow VDCI to ensure that approved accommodations are provided in a timely manner.

Student's Right to Confidentiality

Any communication regarding disabilities or requested accommodations are strictly confidential. This information will not be shared with internal departments or faculty who are not actively involved with the process, nor will this information be shared with outside parties (unless specifically requested by the student). VDCI is aware that some prospective students with disabilities may choose to disclose their disabilities during the application process (for example, to help VDCI understand adverse information in their educational records.) Such disclosure is entirely voluntary and optional. VDCI will not use any information provided in a discriminatory manner.

Any individual who believes s/he has been discriminated against based on disability is encouraged to immediately contact the Program Manager or Academic Manager. Complaints generally should be filed within sixty (60) days of the date of the alleged discrimination. If there is a conflict of interest with these faculty members, the CEO will assume all duties assigned under this procedure.