Nicolet Area Technical College is a postsecondary, technical and liberal arts/transfer institution engaged in the education and training of students in a variety of academic and technical fields. Physical facilities have been modified to allow access for individuals with disabilities. Nicolet Area Technical College provides reasonable and appropriate accommodations for individuals with disabilities. Students in need of accommodations for a disability should refer to BP 4.05 Access for Students with Disabilities.

Employees who are in need of specialized personal care such as toileting, feeding, wheelchair pushing, and medicating will be expected to have these needs provided by an agent or agency other than Nicolet Area Technical College.

Employees in need of assistance or accommodations for disabilities should contact the Human Resources Office. Nicolet Area Technical College engages in dialogue with employees who may need accommodations, and the College will attempt to accommodate employees’ needs. Employees requesting accommodation may be asked to provide the College with specific documentation of their disability. Reports from medical doctors, licensed psychologists, the Division of Vocational Rehabilitation, or any licensed/certified social service agency are acceptable.

**THE APPEAL PROCESS**

If an employee disagrees with a decision regarding an accommodation request, he/she may appeal the decision to the ADA/504 Coordinator or designee within thirty (30) calendar days using the following procedure:

1. The appeal must be in writing, stating the reason for the disagreement. This written appeal should be submitted to:

   Registrar/Director of Welcome Center  
   ADA/504 Coordinator-Employees  
   Nicolet Area Technical College  
   PO Box 518  
   Rhinelander, WI 54501  
   Ph. 365-4446  
   Direct TTY/TDD calls to (715) 365-4448 through 711 relay or 1-800-947-3529

   During the appeal process, the recommended accommodations will continue to be provided.

2. The ADA/504 Coordinator will re-evaluate the decision, considering any additional information or statements supplied by the employee (including any additional information from remedial or vocational rehabilitation experts). It is the employee's responsibility to provide all necessary documentation at his/her own expense in support of the appeal.
3. The ADA/504 Coordinator may elect to use the assistance of an accommodations committee. The ADA/504 Accommodations Committee may consult with outside agencies in the appeal process, taking care to provide confidentiality for the employee.

4. The ADA/504 Accommodations Committee will discuss its findings and make recommendations for appropriate action to the ADA/504 Coordinator, and he/she will make the final appeal decision.

5. The employee will be notified of the final decision in writing within thirty (30) calendar days after the appeal is filed.

By filing this appeal, the employee does not give up his/her right to pursue other appeal processes within the College or through outside regulatory agencies.