

# STUDENT SERVICES

## DISABILITY AND ACCESS SERVICES

### Mission Statement

*The mission of the Navarro College Disability and Access Services Office (NCDASO) is to assist, support, and enhance the students' college experience and facilitate equal access to all services and programs at Navarro College, through the provision of reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).*

### Disability and Access Support Services

Navarro College is committed to ensuring equal access of facilities, activities, and programs by providing reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADA of 2009.

It is Navarro College's policy that no otherwise qualified person with a disability be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise be subjected to discrimination with regard to any college program or activity. A program or activity refers to any credit or non-credit program or activity sponsored by Navarro College.

### Requesting Disability and Access Services

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability and Access Services Office staff. New students must request services by completing an online application / request for services and/or by scheduling an appointment. Returning students do not need to schedule an appointment to request services for the semester and need only to notify the Disability and Access Services Office of his/her enrollment or complete a Semester Request online to assure continuation of services, unless requesting new accommodation(s).

Requests for services and the submission of disability related documentation for review can be done at any time during the year; however, requests for accommodation may take up to 2-3 weeks to review. Please note during our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status. Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

Newly admitted or returning students seeking accommodation should contact the Disability and Access Services Office or visit the Disability and Access Services Office website (<http://www.navarrocollege.edu/support-services/disability-services/>). The Request for Services, Documentation Guidelines, Disability and Access Services Procedure Manual, and contact information can be found on the Disability and Access Services webpage.

### Eligibility for Services

The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, amends the Americans with Disabilities Act of 1990 (ADA) and includes a conforming amendment to the Rehabilitation Act of 1973 (Rehabilitation Act) that affects the meaning of the term disability in Section 504 of the Rehabilitation Act (Section 504). To be protected under the ADA and Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

### Documentation Requirements

It is the responsibility of the student to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., the ADA and Section 504). Federal Law requires that requests for services for students with disabilities be considered on an individual, case#by#case basis.

Criteria for the source, scope and content of documentation differs by disability type. Documentation should be current (within the last three years), be typed on letterhead, dated, and signed by a qualified professional, and contain the following information; a diagnostic statement with any related diagnostic methodology (diagnostic criteria and/or procedures), functional limitations or symptoms (limitations inform staff what accommodations are appropriate within an academic environment), severity and/or expected progression, and current medication(s) (treating specific limitations or symptoms and/or side#effects causing limitations or symptoms). Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a secondary school (e.g., Full and Individual Evaluation (FIE) or other Comprehensive Individual Assessment (CIA), Other Health Impairment Forms (OHI), and/or supplemental documentation).

### Accommodation for Eligible Students

As part of the intake, students are encouraged to share information about his/her disability and what accommodation(s) he/she believes would be appropriate. Disability and Access Services Staff may make additional suggestions to assist those individuals who have trouble identifying his/her needs.

The accommodation must be reasonable, must be effective for the student, and must fit both the disability and the educational setting. Determining what is effective for the student, Disability and Access Services Office, and other College personnel (including faculty), when deemed appropriate. Ultimately, the NCDASO determines appropriate accommodation. It is recognized that from time-to-time, requested accommodation(s) may not be available due to course content requirements or program restrictions. Changes to accommodation(s) must be done in collaboration with, and authorization by, the NCDASO. Reasonable accommodation(s) for qualified students must comply with the academic and technical standards required for participation in the educational program or service.

The Disability and Access Services Office will prepare accommodation letters for each semester the student registers with the office. This letter will be emailed to each student's NC email account and will verify that the student qualifies for academic accommodation at Navarro College as well as indicate the type of accommodation(s) that have been approved. The accommodation letter is written to respect the student's confidentiality. Each student is expected to deliver the letter(s) via hard copy or email to his/her professor(s). Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

**Housing Accommodations**

Navarro College will consider reasonable housing accommodations for students with disabilities. Students that require housing accommodations due to a documented disability, will need to request accommodations with the Disability and Access Services Office at least four (4) weeks before the start of the semester. Students are required to follow the procedures for requesting accommodations as outlined in this document.

Each request will be individually evaluated with respect to the documentation presented and the accommodations requested. Housing accommodations may include room adaptations and adjustments, unless doing so would result in a fundamental alteration to the housing program.