

Determination of Accommodation

Accommodation is determined on an individual basis. Students must provide appropriate verification of the disabilities for which he/she seek accommodation. Students must be willing to discuss the disability/disabilities he/she wants accommodated with Disability Services Staff. Any time a student requests additional accommodation(s), he/she must notify the NCDSO for consideration. All relevant documentation will be reviewed and follow the guidelines and processes described above.

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 may require discussions between the student, Disability Services Office, and other College personnel (including faculty), when deemed appropriate. Ultimately, the NCDSO determines appropriate accommodation. It is recognized that from time-to-time, requested accommodation may not be available due to course content requirements or program constrictions. However, changes to accommodation must be done in collaboration and authorized by the NCDSO. Reasonable accommodation(s) for qualified students must comply with the academic and technical standards required for participation in the educational program or service.

According to federal regulation, colleges and universities are not required to alter the purpose and nature of the program, course, and/or service as part of the reasonable accommodation process. Reasonable accommodation does not negate requirements for successful completion of a program, course, service and/or activity or adherence to academic, accreditation, and behavior standards. Rather, reasonable accommodation allows access to full participation in a program.

Accommodation Review

The determination of accommodation will be made by the Disability Services Office using the documentation provided by the student, the Application / Request for Services, and discussion with the student of past experiences with accommodation(s).

Accommodation Reviews will be completed weekly or bi-weekly, when necessary, to review new requests for services. The Disability Services Office will determine the most appropriate and reasonable academic accommodation(s). Requested accommodation must not pose an undue hardship on the financial or administrative resources of the college and should promote the student's professional self-determination and independence. The student should be aware that there is often a difference in the types of accommodation(s) provided by elementary/secondary schools and post-secondary programs. In general, substitutions and modifications are rare at the post-secondary level and there is more emphasis on student development of learning strategies and skills.

Academic Accommodation of Eligible Students

The Disability Services Office will prepare accommodation letters for each semester the student registers with the office. These letters 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 through the NCDSO.

1. The accommodation letter is written to respect the student's confidentiality. The nature of a student's disability is only shared in compliance with the Family Educational Rights and Privacy Act (FERPA) and/or with the student's written permission.
2. Accommodation(s) for a particular student may vary somewhat semester-to-semester depending upon the course content of the student's classes. It is the student's responsibility to notify the Disability Services Office when a specific course format may require changes or additions.
3. Each student is expected to pick up his/her letter(s) from the Disability Services Office and deliver the letter(s) to his/her professor(s). Each student is encouraged to deliver the accommodation letter in person (during office hours) and to take this opportunity to self-identify with instructors and discuss issues related to the accommodation(s) he/she needs in each class. The student decides how much specific information he/she wishes to provide to the faculty in addition to the accommodation letter.
 - a. For students for which it would be a hardship to deliver the verification of disability letters (i.e., students with a mobility or visual impairment that presents a barrier to delivering letters), the Disability Services Office will make arrangements for the letters to be delivered to faculty with student consent.
 - b. Accommodations are not retroactive. Accommodations are effective the date the student provides his/her letter to the instructor, no relief will be granted a student for previous work.

Provisional or Temporary Accommodation

The Disability Services Office may provide accommodation on a provisional or temporary basis. Temporary accommodation is not required under the law, but Navarro College supports the decision to provide support provisionally under the "spirit" of the law. Provisional or temporary accommodation may be provided when additional information is needed to determine the most appropriate and reasonable academic accommodation (*see Documentation Requirements*). Temporary accommodation may be awarded on a case by case basis. The student will be notified that the accommodation is temporary and will be given the appropriate documentation guidelines to secure additional information. Temporary accommodation may be provided for a period of one semester while the student obtains additional documentation. 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). Provisional or temporary accommodation will not be approved for more than one semester without additional documentation.

Some disabling conditions are temporary and only require accommodation on a limited basis. An example of a temporary condition may be a medical injury such as a broken limb or a health condition associated with a complicated pregnancy. Accommodation is determined on an individual basis. The Disability Services Office will follow the same procedures set forth in the Determination of Accommodation section for temporary conditions. The time frame of the approved accommodation may differ. The NCDSO will usually approve accommodation(s) for a temporary condition for a limited time frame or one semester and may require additional information if the condition becomes ongoing or permanent.