STUDENT SERVICES

DISABILITY AND ACCESS SERVICES

Mission Statement

The mission of the Office of Accessibility and Accommodations 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 1998, and the ADAAA of 2008.

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

Newly admitted or returning students seeking accommodations should contact the Office of Accessibility and Accommodations or visit the website navarrocollege.edu/disability/. The application, documentation guidelines and contact information can also be found on this website.

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 Office of Accessibility and Accommodations staff. Students who have not previously applied (whether new or returning) must request services by completing an online application and/or by scheduling an appointment.

Students who receive accommodations must complete the Semester Request online for each semester they are enrolled in order to continue to receive accommodations. The Semester Request may be used to request new accommodations. 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 Office of Accessibility and Accommodations, are effective the date the student provides his/her letter to the instructor.

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 to five years depending on the nature of the disability), be typed on letterhead, dated, and signed by a qualified professional. This documentation should 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), Review of Existing Evaluation Data (REED), or other Comprehensive Individual Assessment (CIA), Other Health Impairment Forms (OHI), and/or supplemental documentation).

Accommodation for Eligible Students

Reasonable accommodation(s) for qualified students must comply with the academic and technical standards required for participation in the educational program or service and must not negatively affect the integrity of the program.

The Office of Accessibility and Accommodations will prepare and accommodation letter for each semester the student registers with the office. This letter will verify that the student qualifies for academic accommodations at Navarro College and includes the type of accommodations that have been approved. The accommodation letter is written to respect the student's confidentiality. The accommodation letter will be emailed to each student with instructions for sharing the letter with their instructors. Students are responsible for sharing the accommodation letter and requesting accommodations from their instructors.

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 Office of Accessibility

and Accommodations 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.

Service Animals/Emotional Support Animals

In accordance with Federal Law, service animals who meet the service animal requirements are allowed in the classroom setting and other public areas including Housing. Emotional Support animals are not allowed in the classroom or public areas. Please see the the Service Animal and Emotional Support Animal policy page in the student handbook.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.