



STUDENT GUIDE FOR DISABILITY SERVICES

Reference Guide for Students with Disabilities

Welcome to Navarro College Disability Services!

The mission of Disability Services is to coordinate reasonable accommodations and facilitate equal access to all services and programs at Navarro College. Other essential elements of the disability program are to increase awareness of persons with disabilities, provide training to faculty/staff and maintain compliance with federal and state laws.

Services are available on all Navarro College campuses and may be provided by personnel on any campus, but must be coordinated through the Disability Services main office on the Corsicana campus.

Students who may qualify as disabled are individuals that have a physical or mental impairment that substantially limits one or more of the major life activities of that individual and any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973

Student Rights and Responsibilities

Students with documented disabilities have the right to:

- Participate in higher education.
- Equal access to academic content and educational opportunities.
- Participate in student activities.
- Reasonable accommodations.
- Confidentiality of all disability related information.
- File a formal or informal complaint if discrimination is occurring.

Students with documented disabilities are responsible to:

- Meet the essential qualifications and institutional standards of Navarro College.
- Disclose his or her disability in a timely manner to the Disability Services office when seeking an accommodation(s).
- Follow the specific procedures for obtaining appropriate and reasonable accommodations as outlined in the Disability Services Student Handbook.
- Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for special accommodation(s).

Procedure for Requesting Accommodations

It is the responsibility of the student to contact Navarro College Disability Services Office to request accommodations. It is recommended that your request for semester length services be submitted at least 30 days prior to the first day of class, and if a returning student 21 days before the first class day.

The Accommodation Process:

- Register with Disability Services by submitting the online Disability Services application.
 - Online application is available at www.navarrocollege.edu. Place arrow over support services and click on disability services. Scroll down and click on "Disability Services Application NEW! Available online."

OR click below to open up the application in a new browser

[Disability Services Application Form | Navarro College Disability Services](#)

- Submit appropriate documentation.
- Schedule a meeting with disability services either in person or over the phone to discuss approval of reasonable accommodations.
- Once accommodations have been approved, receive the accommodation form outlining your accommodations for that semester.
- Meet with your instructors to discuss the accommodations and secure each instructor signatures for each class in which you are requesting accommodation. The instructor will be given a copy of the accommodation form by the student when signing the original Accommodation Form. You and the instructor will mutually agree on how to carry out the accommodation requests.
- Return the instructor signed accommodation form to Disability Services.
- Update accommodations each semester by submitting a semester request through Navarro College Disability Services Online at <https://nc-accommodate.symlicity.com/students/>

Documentation Guidelines

The following documentation guidelines are based on the Association on Higher Education and Disability best practices.

It is the student's responsibility to provide appropriate documentation of the disability. Documentation needs to be as recent as possible and come from a licensed appropriate professional. Documentation should include: Diagnosis of the disability, Impact of the disability as it relates to one's educational experience, and recommended reasonable academic accommodations and/or assistive aids currently in use. Notes on prescription pads will **not** be accepted. When a student with a disability contacts Disability Services but does not have appropriate documentation, it may be necessary for Disability Services to refer them to DARS or other community resources for testing/diagnostics. Navarro College does not provide or pay for testing/diagnostics. Navarro College Disability Services reserves the right to ask for updated documentation when necessary for requested accommodations.

Types of documentation

- o Psycho-educational evaluation which would be acquired through a licensed professional
- o Diagnostic narrative from a medical doctor
- o Documents from the student's high school such as Full Individual Evaluation; Admissions; Review and Dismissal; Individual Education Plan; OR Comprehensive Individual Assessment

Accommodations

After careful review of the documentation, Disability Services and the student jointly develop reasonable accommodations that will outline all specific classroom and testing accommodations for that student.

Students are responsible to:

- Begin the accommodations process at least four weeks prior to the first day of the Semester, or if a returning student, at least two weeks before classes begin.
- Obtain their Accommodation Form from Disability Services.
- Present their Accommodation Form to their instructor as early in the semester as possible, make an appointment to discuss their accommodations with each of their instructors and secure instructor signatures for each class in which they are requesting accommodations.
- Return the instructor signed Accommodation Form to Disability Services. The instructor will be given a copy of the Accommodation Form by the student when signing the Original Accommodation Form.
- Update their accommodations each semester by submitting a semester request online at <https://nc-accommodate.symphlicity.com/students/>

Instructors who are teaching a class online will receive a copy of the Accommodation Form via e-mail upon the request of the Disability Services student.

As a student, you do not have to disclose your disability, and the instructor may not ask you to disclose your disability. The Accommodation Form notes the accommodations needed, not the disability. When you discuss your accommodations with your instructor it is your choice whether or not to disclose your disability.

If the student is not enrolled on the Corsicana Campus or is an online-only student, then the student should contact the Disability Service office for an appointment which may be conducted via telephone or in person. You also may contact the designated Disability Services advisor on your campus for assistance to coordinate services. Refer to contact information at the end of this handbook.

Attendance Policies

Please note that attendance in classes is required. See the course syllabus pertaining to allowable absences. It is not possible to waive or substantially decrease attendance requirements due to a disability, because that would materially change the curriculum or requirements of the program.

If an emergency arises, **due to the student's disability**, Disability Services must be notified as soon as possible. The student's instructors will also need to be notified immediately, or as soon as possible, if the student will be out of class due to health reasons.

The student is responsible for making an appointment with Disability Services Office and the instructor to discuss the absences. In certain cases, Disability Services may ask for documentation of the emergency so that an exemption to the absence policy may be determined.

Classroom Accommodations

Accommodations are unique to each student with a disability. They may include, but are not limited to, the following:

- Preferential Seating
- Sign Language (ASL) Interpreters
- Note Taking Assistance
- Alternative Testing Procedures
- Textbooks on Tape
- Extended Test Time

Testing Accommodation

Special testing services may include, but are not limited to, the following:

- Alternative Test Site
- Extended Test Time
- Oral Test Administration
- Answers Recorded by Scribe

Testing Accommodations

Student is responsible to:

- Discuss appropriate testing times for the course with each of your instructors.
- Schedule an appointment with the testing center for the agreed upon times at the beginning of the semester or as early in the semester as possible.
- Bring your syllabi to the testing center at the beginning of the semester or as early in the semester as possible to allow copies to be made by the testing center.
- Plan to take your test as scheduled.

Grievances

Any problems with services or accommodations should be reported to the District Coordinator of Disability Services located on the Corsicana campus. If the student is unsatisfied with this resolution, it is the student's right to file a formal grievance in writing within ten business days from the date in which the student is first aware or notified of the issue of concern.

Grievances and appeals

If you believe that an action or decision made by the Disability Services Office violates your rights, you may initiate a grievance procedure. Your first step should be to address the problem with the District Coordinator of Disability Services. If you are still not satisfied, you should contact the Vice President of Student Services. If your concerns are not resolved at this level, the Vice President of Student Services can provide directions on further appeals procedures.

General information on student appeals and the academic appeals procedure are published in the Student Handbook. Specific grievance procedures, concerning discrimination are also outlined in the Student Handbook. Please click on the links below for more information.

[Student Grievance Procedures | Student Handbook: 2014-2015](#)

Disability and the Law:

Navarro College is governed by the following laws and provisions in order to serve students with disabilities: Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009.

Section 504 of the Rehabilitation Act of 1973 states that “No otherwise qualified individual with a disability ... shall solely, by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

<http://www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf>

The Americans with Disabilities Act of 1990 (ADA), and the overall mission of Navarro College are the guidelines by which Navarro College provides reasonable accommodations for our students. See [ADA.gov homepage](#)

Title II of the Americans with Disabilities Act of 1990 states that “No qualified individual with a disability shall by reason of such disability, be excluded from participation in, or be denied the benefits of a public entity, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The ADA defines disability as “a person who has a physical or mental impairment which substantially limits one or more major life activities.” These include: learning, working, eating, performing manual tasks, carrying, lifting, walking, standing, seeing, breathing, hearing, talking, and caring for oneself. See [ADA.gov homepage](#)

Section 508 of the Rehabilitation Act of 2000 “Requires that federal procurement of electronic and information technology after August 2000 must be accessible to federal employees who have disabilities and to members of the public with disabilities who need to use that technology..... Section 508 also applies to web sites that are produced for government agencies.”

The ADAAA has expanded the definition of “major life activities” and adds a new major life activity category called “major bodily function.” The implication for higher education is that with the expanded definition of disability, more students may be eligible for services.

Disability Services Contact Information

Corsicana: 903-875-7377 or 903-875-7731

Waxahachie: 972-923-6427

Midlothian: 972-775-7242

Mexia: 254-562-3848