

# NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

## 2035P STUDENTS WITH DISABILITIES PROCEDURE

### Policy Statement

Northland Community and Technical College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities through its compliance with state and federal laws. The college recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the college's programs, services, and activities.

Students wishing to request accommodations for a disability must complete the following steps:

- 1) Schedule a meeting with the Director of Academic Success Center/Disability Coordinator to request accommodation and develop a service plan. Students need to request service in a timely manner, i.e. six weeks prior to needing accommodations.
- 2) Have documentation on file with the College verifying the disability, functional limitations, and recommended accommodations. Documentation must be current within three years and be sufficient to determine limitations. Documentation that is older than three years may be acceptable for some non-varying disabilities. Northland may request a current evaluation of the condition to determine reasonable accommodations. Cost of the evaluation is at the student's expense.
- 3) Student provides faculty members with approved accommodation letter each term.

The college will be responsible for the following:

- 1) Assign and identify a staff member responsible for developing a service plan to make a determination about the request for accommodation, and/or the delivery of services.
- 2) Provide the requesting individual with a copy of Board Policy 1B.4.
- 3) Inform student to notify appropriate college personnel regarding approved accommodations, i.e. faculty members.

### Appeal Process

If a student with disabilities has been denied a request for accommodations, the student may appeal the decision through the college complaint and grievance procedure as designated in procedure 3240P Student Complaints and Grievances Procedure.

**Related Documents:** Minnesota State Policy 1B.4 Access for Individuals with Disabilities, Minnesota State Laws Chapter 135A.16, Minnesota State Laws Chapter 363A.03

Date of Implementation:	Fall semester 2011
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