NorthCentral
MISSOURI COLLEGE

Accessibility Services Student Handbook

North Central Missouri College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation in its admissions, educational programs, activities, services, or employment practices as required by law, applicable statutes, and College policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning NCMC nondiscrimination policies should be referred to: Dr. Lenny Klaver, President, Frey Administrative Center, 1301 Main Street, (660)359-3948 x1200, or lklaver@mail.ncmissouri.edu

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WELCOME!

Welcome to North Central Missouri College! We are glad you have chosen NCMC to fulfill your educational endeavors. The Accessibility Services Coordinator looks forward working with you in the semesters ahead. Please familiarize yourself with the student handbook and services provided by the Accessibility Services Office.

Accessibility Services

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, all qualified students with a disability (as defined under the law) are eligible for reasonable accommodations in the academic environment that enables the qualified individual to enjoy equal access to the college's programs, services or activities. The college is not required to provide any aid or service that would result in a fundamental alteration to the nature of the program.

Accessibility Services provides coordination of support services and accommodations for all qualified students with disabilities. Through collaboration and support of the entire campus community, the Accessibility Services Office ensures that all individuals have access to college life at its fullest. Services and accommodations are determined individually based on disability documentation.

North Central Missouri College is committed to providing equal access and opportunity to all campus programs and services to individuals with disabilities. We are devoted to create accessible, dynamic learning environments focused on the needs of our students. Students with disabilities are required to meet the same academic standards as other students at the college. It is only through a student's voluntary disclosure of their disability and request for accommodations that NCMC can support disability needs. Students who have a disability and wish to make a request for disability related accommodations or services must do so through the Accessibility Services Office. Students are encouraged to meet with the Accessibility Services Coordinator prior to the upcoming semester. Once eligibility is determined, appropriate accommodations, based on the submitted documentation are put in place. Accommodations are determined on a case-by-case basis.

What is the Accessibility Services Office?

The Accessibility Services Office exists at NCMC to ensure equal access to the College's activities, services, and programs for students with disabilities. While NCMC provides the service, the student must initiate contact with the Accessibility Services office. NCMC is responsible for making the student aware of available services.

What services does the Accessibility Service office provide for students with disabilities?

- Assistance with transition to college academics
- Review of documentation and determination of appropriate accommodations for students
- Issuance of Notice of Approved Accommodations to students
- Coordination of classroom accommodations
- Liaison with NCMC faculty and other college staff
- Referrals to campus and community resources
- Provision of disability information
- Academic advising for students with disabilities

Disability and Accommodations Definitions and Explanations

There are two laws that govern higher education regarding equal access to students with disabilities. These laws are Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

The ADA and Section 504 define a disability as:

- A physical or mental impairment that substantially limits one or more major life activities of an individual (caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, and working).
- A record of having an impairment that is substantially limiting to a major life activity.
- Being regarded as having an impairment that is substantially limiting to a major life activity.

Who qualifies as an individual with a disability in college?

A person with a disability who meets the academic and technical standards required for admission or participation in the college's programs and/or activities qualifies as an individual with a disability in the college setting.

What is considered a reasonable accommodation?

A reasonable accommodation is a modification or adjustment to a course, program, or activity or facility that allows the person with a disability to participate as fully as possible in the programs and activities offered by the college. Accommodations may be necessary when the student has a documented disability. A reasonable accommodation does not fundamentally alter the nature of the course or program.

Institutions are not required to provide requested accommodations of a personal nature (e.g. transportation or personal attendants). Also, institutions are not required to provide the requested or "best" accommodation if another accommodation is reasonable. If an accommodation creates undue financial hardship for the institution, granting the accommodation is not required.

In what areas do accommodations occur?

Accommodations occur in four primary areas:

1) Physical – An example is modifying the physical environment, including providing adaptive equipment or removing a physical barrier (e.g. replacing stairs with a ramp).
2) Electronic – Electronic accommodations include making websites accessible via a screen reader or providing inaccessible electronic files in an alternative media (audio or paper).
3) Instructional – Instructional accommodations are intended to provide equal access to the activities associated with learning and demonstrating course knowledge. Note takers, test accommodations, and audio books are examples of instructional accommodations.
4) Attitudinal – Education about what a disability is and is not, is a primary means of removing attitudinal barriers that limit access to the campus community.

Documentation to Support Accommodations Request

Students requesting accommodations are required to submit documentation to verify eligibility under the ADA of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Appropriate medical documentation of the disability must be provided so that the Accessibility Services office can 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, determine appropriate academic accommodations.

Written documentation provides valuable information in determining accommodations. The documentation provided needs to include:

- Specific disability diagnosis
- Tests used and results to determine the diagnosis
- Signature and credentials of the qualified person conducting the evaluation (i.e. psychiatrist, orthopedic doctor, audiologist, licensed psychologist etc.)
- Date of the evaluation

Other information which is preferred, although not necessarily required:

- Expected progression and stability of the impairment or condition
- Functional impact in the learning environment
- Past accommodations
- Suggested accommodations
- Indication of any possible side effects from current medication

The student is required to pay for any medical or psychological assessments and/or record request fees.

The type of documentation will vary according to the disability. Examples include:

- A psycho-educational or neuropsychological assessment that includes cognitive and achievement testing for learning or other cognitive disabilities and attention deficit disorder.
- A psychiatrist's report for psychological disabilities.
- A letter from a doctor or other specialist for physical and most other disabilities, etc.

Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the guidelines will be required to send an updated evaluation before being considered for services.

Documentation can be submitted online with the application for services, or sent to:

North Central Missouri College
Attn: Accessibility Services
1301 Main Street
Trenton, MO 64683

Fax: (660) 359-2211

What is documentation of a disability?

Documentation of a disability is written proof that a disability exists. The documentation is provided by a professional. Documentation is necessary to determine if there is a substantial limitation to a major life activity such as learning, walking, talking, seeing, hearing, etc. The Accessibility Services Office requires documentation of a disability in order to consider accommodations for equal access.

Who is responsible for providing the Accessibility Services office with the required documentation?

The student is responsible for providing documentation of disability to NCMC.

Where does a student get documentation?

There are a variety of sources from which a student can request documentation such as:

- The Department of Vocational Rehabilitation
- The school district in which the student last attended
- Private physicians and/or licensed psychologists
- Veteran's Administration
- Colleges/universities that provide psycho-educational assessments

Please note that while a prior IEP is helpful to include, it cannot be the sole documentation provided in order to receive accommodations.

How current must documentation be?

Documentation must reflect current functioning and be based on an adult assessment. NCMC requires that documentation be less than three years old, however, exceptions may be made on a case-by-case basis.

What are NCMC's documentation requirements?

Accessibility Services has adopted the National Association on Higher Education and Disabilities (AHEAD) best practices on disability documentation in higher education.

- Documentation must be current (less than 3 years old)
- Documentation must provide information regarding current functioning
- Documentation must be signed by a qualified professional
- Documentation must explain how the disability impacts the student in an educational setting

Some qualified professionals will include accommodations recommendations. These recommendations will be considered as long as the student requests the recommended accommodations.

How and where should documentation be sent?

Documentation should be uploaded and attached to the electronic Accessibility Services Request Form. This form can be found on the NCMC website at https://www.ncmissouri.edu/accessibility-services/information-for-students/.

What does the Accessibility Services Office do with a student's documentation?

The Accessibility Services office uses documentation to:

- Determine if the documentation certifies that a disability is present
- Determine if the documentation shows that the disability causes a substantial limitation to major life activity such as learning, hearing, seeing, speaking, walking, etc.
- Determine eligibility for specific accommodations for equal access.

NOTE: Documentation of disability is kept in a secured site in the Accessibility Services office, separate from the student's academic file.

Can faculty see a student's documentation of a disability?

No, not as a part of general procedures. However, if it is determined that there is a need to know, documentation can be released to appropriate personnel to assist in a situation. This usually occurs when there is a threat to harm a person or property.

Will a student's specific disability be shared with faculty or staff?

No. However, two circumstances warrant faculty/staff access to specific information about a student's disability:

1) The student gives permission to the Accessibility Services Office to disclose disability to faculty/staff.
2) It is determined there is a need to know. Typically, this occurs when there is a threat to harm a person or property.

A student's disability documentation is considered a confidential medical or educational record. Communication about disability or accommodations should respect a student's right to privacy at all times. Communication between instructors and students concerning disability-related matters, including accommodation arrangements, during class or in other public settings, is discouraged.

How long does the Accessibility Services office keep a student's documentation?

The Accessibility Services Office will keep documentation for five years after the student has stopped attending NCMC.

Obtaining Accommodations and Services

Schedule an Accessibility Services intake appointment with the Accessibility Services Coordinator by calling (660)359-3948, extension 1418

- Self-identify that you are a student with a disability by contacting the Accessibility Services Coordinator
- Review the Accessibility Services Student Handbook at https://www.ncmissouri.edu/accessibility-services/ > Information for Students
- Self-identify that you are a student with a disability by contacting the Accessibility Services Coordinator
- Submit the required documents
- Schedule an intake appointment
- Check your Pirate email for communication from the Accessibility Services Coordinator

NOTE: Students may request accessibility services at any time throughout the semester, however, accommodation requests need to be made at least 4 weeks prior to the start of class in order for the accommodations to be provided in a timely manner. Requested accommodations made after this time may be delayed. Every attempt will be made to provide interim accommodations and when possible, the accommodation request will be expedited.

During the intake appointment, the following will be discussed:

- What brought the student to seek out the Accessibility Services office
- The student's requested accommodations
- Barriers to access identified by the student
- Placement testing
- The student's educational goals
- Academic load (full/part time)
- Documentation
- Accommodations utilized in the past by the student, if applicable

Accommodations Approval Process

Once the student file is complete, meaning that all required paperwork has been received by the Accessibility Services Office, the request will be reviewed by the Accessibility Services Coordinator. If additional documentation or information is needed, the student will be notified via Pirate email account.

Required paperwork includes:

- Completed Request for Accessibility Services
- Documentation of the disability
- List of requested accommodations

When the review has been completed, and the accommodations have been approved, the student will receive a Notice of Approved Accommodations document sent to their Pirate email account. The student is encouraged to schedule a follow-up meeting with the Accessibility Services office to review the accommodations that are granted.

An instructor notification of accommodations email will be sent to the student's instructors informing them of the accommodations that the student has been given. Please see an example of the email that is sent to instructors in the following section.

How to utilize granted accommodations:

- Print the Notice of Approved Accommodations for each course in which accommodations will be used for on-campus courses; email the Notice of Approved Accommodations to the instructor of online courses
- Make an appointment to speak with each course instructor
    - Provide a copy of the Notice of Approved Accommodations to the instructor
    - Discuss how the accommodations will be provided for that course

How to obtain accommodations for subsequent semesters:

- Submit a new Request for Accessibility Services form at least 4 weeks prior to the start of the new semester
- Check your Pirate email account for communication from the Accessibility Services Coordinator

Accommodation Appeals:

If accommodations are not approved and the student disagrees with the decision, the student has the option to appeal to the Dean of Student Affairs. It is recommended that prior to appealing, the student meet with the Accessibility Services Coordinator to discuss the decision. Students can find the Appeal Form on the Resources and Forms page of myCOMPASS or at this link: https://piratesncmissouri.sharepoint.com/sites/StudentPortal/ASCDocumennts/Forms/AllItems.aspx?id=%2Fsites%2FStudentPortal%2FASCDocumennts%2FAppeal%20Form%202018%2Epdf&parent=%2Fsites%2FStudentPortal%2FASCDocumennts

If you prefer to schedule an appeal meeting, please contact the Student Services Coordinator at (660) 359-3948 ext. 1801. Appeal form and required documentation must be received prior to the scheduled appeal meeting. For more information about the appeal process, please see the NCMC Academic Catalog.

Requesting Accommodations for College-Administered Tests

Students with a documented disability can request reasonable accommodations for college-administered tests. The process of requesting and receiving accommodations for tests administered by North Central Missouri College are the same as requesting accommodations for college courses.

Exams administered by North Central Missouri College and can have accommodations applied through the Accessibility Services Office are:

- Accuplacer – online exam

For students taking the Accuplacer placement exam:

- The Accuplacer assessment is not timed.
- All students are provided with scratch paper and pencils.
- A calculator is provided on-screen as needed.
- A student may request earplugs to block out noise distractions.
- A student may take the Accuplacer in one sitting or may schedule each section separately (reading, writing, math).

For students with a documented disability, please contact Janelle Golden, Accessibility Services Coordinator, for instructions on how to receive accommodations for testing. Contact Janelle by emailing jgolden@mail.ncmissouri.edu or calling (660) 359-3948 ext. 1801 to schedule an appointment.

Registering for a test can be done through our website at https://www.ncmissouri.edu. Under the main menu, select "Campus Resources," then "Testing Services," then "Register for a Test." For any questions, contact Abigail O'Neal in The Testing Center at aoneal@mail.ncmissouri.edu, or call (660) 359-3948 ext. 1322.

Testing accommodations must be established prior to the student's test date.

Accommodations Questions & Answers

What is included in the instructor notification of accommodations email?

The following is the template of the email that will be sent to a student's instructors once accommodations have been approved.

Instructor Notification of Student Accommodations
Confidential

TO: Instructor Name, Course Code/Section
FROM: Accessibility Services Coordinator
DATE: (Date accommodations are approved)
RE: Student Name

The above referenced student is currently enrolled in your class. This student is registered with our office and has provided documentation of a disability with the need for academic accommodations. Appropriate accommodations have been determined in accordance with guidelines of the Americans with Disabilities Act of 1990 (ADA), as amended, and other relevant legislation.

This student is eligible for the following accommodations:

- **<<accommodations listed here>>**

Student will contact you: Students start the process of using accommodations by contacting and meeting with their instructors. When applicable, we encourage students to contact instructors as soon as possible and request a brief, private meeting. The purpose of the meeting is to discuss the details of each accommodation the student wishes to use and how it will be implemented so it is appropriate to both the student's needs and the format or structure of your course. Accommodations are intended to provide equal access to coursework, not to alter the integrity of course requirements. If you have any questions or concerns regarding an accommodation or feel that it may jeopardize the essential elements of your course, please contact the Accessibility Services Office as soon as possible.

Using the Testing Center: If the student is receiving accommodations that require use of the Testing Center (extended time, tests read aloud, testing in a non-distracting environment, etc.), you must contact the Testing Center to arrange testing dates and times. If your class meets outside of regular campus hours, please make appropriate arrangements to have their testing accommodations met. If you have concerns about meeting these needs, please contact the Accessibility Services Office.

Extended time for testing in online courses: When a student is eligible for and has requested extended testing time (see accommodations listed above), instructors will need to ensure that the extended time has been added for each test or quiz for online testing.

Accommodation review process: In order to maintain compliance with ADA and 504 legislation and laws, the Accessibility Services Office has implemented an accommodation review process. Should an instructor believe a student's accommodation request is unworkable or unreasonable, the instructor should immediately contact an Accessibility Services Coordinator to ask that the accommodation be reviewed.

Thank you for your concern and your efforts in making educational opportunities equally accessible for all students.

Are students required to notify instructors?

If the student wants to use his granted accommodations in a course, he must meet with the instructor to discuss the implementation of the accommodations and have the Student/Instructor Agreement signed.

Do accommodations have to be used in every course in which the student is enrolled?

No, students do not have to use their approved accommodations in every course. The student can choose to use the accommodations only in courses in which he believes he needs them.

Can students change their minds about using or not using accommodations?

Yes, but accommodations are not retroactive. For example, a student cannot set up accommodations at midterm and expect to be able to retake tests with accommodations that were completed prior to midterm.

Will accommodations automatically be applied to subsequent semesters?

Accommodations are not issued automatically. The student must fill out an updated Request for Accessibility Services and meet with the Accessibility Services Coordinator to discuss any accommodation changes.

Classroom & Test Accommodations

Please note that this is not an all-inclusive list. Accommodations are determined on a case-by-case basis in order to determine what is appropriate for each student.

Classroom Accommodations

- **Access to lecture notes:** Having access to lecture notes is needed either because a student needs to have the extra time to read them, they may need to be put in electronic format or they may be beneficial to a student who has trouble focusing while listening to the lecture or has trouble with organization.
- **Additional time on in-class writing assignments:** Some students due to their disability may require additional time on any in-class writing. It is recommended that the faculty member and the student work out how to best handle this situation directly. If there are any questions, please feel free to contact the Accessibility Services Coordinator.
- **Assistive listening device (ALD):** Some students who are hard of hearing may require an assistive listening device. Each device is different. In most cases the instructor will be required to wear a small device with a microphone so that the student can hear. It will be important for the instructor to repeat any comments from other members of the class.
- **Assistive Technology (laptop, note-taking device):** There is a variety of assistive technology available to students with disabilities. Some students may need to type their tests on a computer. In some cases, students may use their own computer and in other cases, they may need to use a computer on campus.
- **Closed Captioned Videos:** Students who are Deaf or hard of hearing will need to have all videos shown in class to have captioning. If the copy being shown is not captioned, please contact the Accessibility Services Office to look for alternative solutions prior to the time of the class.
- **Information on board read aloud for students with visual disabilities:** Students who are either Blind or have limited vision, may not be able to see information that is written on the board. Therefore, it is important for the instructor to read aloud all information that is written on the board in order to provide the student equal access to the information.
- **Interpreting/Transcribing:** An interpreter/transcriber is simply one who bridges the gap between the spoken and Deaf world. When the teacher or a classmate speaks, the interpreter/transcriber translates the spoken words into the language preferred by the Deaf or hard of hearing student. The student likewise participates in the classroom by signing or typing the information and the interpreter voices it (talks) for the class. The interpreter is not meant to be a participant in the classroom, but a communication facilitator, making sure that communication is easily accessible for the deaf and hearing populations equally.
- **Leave classroom when symptoms occur:** Some students with medical conditions may need to leave the class if problems due to their medical condition occur. It is recommended that students who have issues during class, email or contact their instructor as soon as possible after the incident occurs and then work with the instructor to make up any missed work. If this happens continuously, it is recommended that the instructor talk with the student and also talk with the Accessibility Services Coordinator to determine appropriate action.
- **Note-taker:** At times some students have difficulty taking notes due to their disability. Some student would benefit from copies of course notes from another student in the class. With the student's consent, the instructor can make a general announcement that there are students in the class who have disabilities which preclude them from taking comprehensive notes and that it would be appreciated if other students could give the student with a disability copies of their notes. If a student

agrees to be a note-taker, the student should email the Accessibility Services Office. It is requested that the instructor conduct this process in the most confidential manner. It is not necessary for other class members to be made aware of which student is requesting the service.

- **Occasional exceptions to the absentee/tardiness policy:** The Americans with Disabilities Act, 1990, specifies that case-by-case exceptions should be made to established policy in order to avoid discrimination on the basis of a disability. To address this, the following disability related absence protocol has been developed: The student is required to notify the faculty member as soon as possible. They are also encouraged to let the Accessibility Services Coordinator know as well. Each faculty member makes the determination as to how many absences in general are acceptable in order to pass the class. For a student with a disability, we must also look at: What are the essential elements of the course? How many absences would fundamentally alter the student's ability to experience; or ability to participate in; or to contribute to and demonstrate learning?
- **Attendance Approval for Personal Care Attendant:** Some students with significant physical disabilities may require a personal care attendant to travel with them. Depending on the needs of the student, the attendant may or may not sit with the person in class.
- **Preferential Seating:** Students who have limited hearing, vision or difficulty with attention, distraction or an ability to focus will need to sit as close to the instructor as possible.
- **Record Lectures:** Some students may need to be able to record their lectures due to the nature of their disability. If the material you are presenting should not be indiscriminately distributed due to publishing concerns, copyright concerns or matters of confidentiality, please allow this student to record the class. A separate agreement ensuring the materials are not circulated beyond the class will be provided to the faculty member with the accommodation letter.

Test Accommodations

- **Additional Time:** It is recommended giving some students additional time for in-class tests. The amount of time appropriate is determined based on the student's documentation. Students do have the option to take their tests in Academic Resource Center or Student Support Services department. However, in the event that the student might have questions which would be best answered by someone with knowledge of the subject matter, it is more beneficial for the student if the instructor or a teaching assistant proctors the tests.
- **Alternate exam dates during periods of heavy scheduling:** Some students with a variety of disabilities may need to space their exams out in order to allow for their disability to not significantly impact their ability to take their exams. Each case is different. The Accessibility Services Office recommends talking about the issues with the student to determine the best way to address this. The Accessibility Services Office is also happy to be a part of the discussion.
- **Non-distracting testing environment:** The Accessibility Services Office encourages all students who require testing accommodations to try as best they can to make those arrangements directly with their instructors. However, if this is not possible, students may elect to take their test in the Testing Center. In order to do this, the student and the faculty member must schedule a time for the test to be proctored in the Testing Center.
- **Assistive Technology:** Some students, because of their disability, will require assistive technology to be able to complete their test. They may be able to use a laptop of their own. However, if that is not an option, the student is encouraged to speak to the Accessibility Services Coordinator to find an alternate arrangement. This accommodation may be needed due to a physical or learning disability which requires the use of specialized software, hardware or because the student's disability makes handwriting extremely messy and organization tends to be disjointed. Using a word processor such as a laptop allows the student to concentrate on organization and producing a legible piece of work.

Students who use assistive technology may also use this accommodation so that they can take their tests with the class. Headphones may be used by the student if a speech output program is needed.

- **Calculator:** The use of a calculator helps this student avoid mistakes such as reversing or skipping numbers. If a test or assignment is designed to measure the student's ability to perform functions a calculator would perform then this accommodation is inappropriate.
- **No Scantron:** Some students due to visual processing issues or visual disabilities may not be able to transfer their answers to a scantron. In this case, students should be able to answer directly on the test. If this is not possible, please contact the Accessibility Services Office to determine what other options might be available.
- **Scribe:** Students who are unable to write their exam independently due to either a physical or visual disability, may require assistance writing (i.e. scribe). However, students are encouraged to use assistive technology for this purpose as a better way to ensure that their work is completed independently. If assistive technology is not an available or appropriate option given the circumstances, the Accessibility Services Office can assist with locating a scribe.
- **Spell-check or points not taken off for spelling:** The use of a spellchecker will help this student and may help the grader by making tests easier to read. If the function of the test or assignment includes measuring spelling ability, this accommodation may not be appropriate.

Pregnant & Parenting Students

North Central Missouri College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. North Central Missouri College hereby establishes a policy and procedures for ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

Definitions

- "Pregnancy and pregnancy-related conditions"" include childbirth, pregnancy, false pregnancy, termination of pregnancy, pregnancy or infant loss, breastfeeding and/or expelling breastmilk, conditions arising with any of these conditions and/or recovery from any of these conditions.
- "Pregnant student/Birth parent" refers to the student who is or was pregnant.
- "Parenting student" is defined as a student (male or female) who is fulfilling the role of a parent for a biological, adopted, or foster child; a legal ward; or a relative for whom the student has primary caretaking responsibilities.

Non-discrimination and reasonable accommodation of students affected by pregnancy, childbirth, or related conditions

- North Central Missouri College and its faculty, staff, and other employees shall not require a student to limit her studies due to pregnancy or pregnancy-related conditions.
- Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation and will not be disadvantaged in their courses of study or research, and may seek assistance from the Accessibility Services Office.
- The pregnant or parenting student will be required to produce medical documentation before accommodations are considered and approved. The student should complete appropriate paperwork with the Accessibility Services Office and upon approval, notify instructors of approved accommodations. Instructors will not grant pregnancy accommodations without the proper documentation from the Accessibility Services Office.
- Reasonable accommodations may include, but are not limited to:
    - Modifications to the physical environment (such as accessible seating)
    - Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences
    - Excusing medically-necessary absences
    - Granting leave
    - Allowing the student to withdraw from coursework without penalty
    - No lifting (weight determined by physician)
    - Limiting exposure to chemicals
    - Permission to eat/drink in class
    - Excused for tardiness
    - Frequent breaks to walk around or use the restroom

If the pregnant or parenting student chooses to withdraw from courses, the Registrar's Office must be notified through procedures outlined in the College Catalog.

Lactation Facilities and Breastfeeding Students

- Breastfeeding students will be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible.
- North Central Missouri College has a lactation room in the basement of the Alexander Student Center. A lactation room is also available at the (future) Savannah location on the 2nd floor. If there are questions or concerns regarding space, contact the Accessibility Services Office or the Title IX Coordinator.

Academic Leave of Absence

- Faculty, staff, or other employees shall not require a student to take a leave of absence, or withdraw from or limit studies due to pregnancy, childbirth, or related conditions
- Pursuant to Title IX, North Central Missouri College shall treat pregnancy and related conditions as a justification for a leave of absence for as long a period of time as is deemed medically necessary by a student's physician.
- A student taking a leave of absence under this policy shall provide notice of the intent to take leave thirty days prior to the initiation of leave, or as soon as practicable.
- Intermittent leave may be taken with the advance approval of the student's department, or when medically necessary due to the student's health condition.
- Upon return from leave, the student will be reinstated to his or her program in the same status as when the leave began.
- Continuation of the student's scholarship or similar college-sponsored funding during the leave term will depend on the policies of the funding program.

Complaints

- Harassment by any member of the North Central Missouri College community based on sex, gender, gender identity, gender expression, pregnancy, or parental status is prohibited. Any member of the NCMC community may report a violation of this Policy to the Title IX Coordinator.
- Students are encouraged to discuss disability-related concerns with the Accessibility Services Coordinator.
- If a satisfactory resolution is not reached, the student can appeal the decision to the Vice President of Student Affairs. To file an appeal, complete the following:
    - Submit Appeal Form and supporting documentation to the Vice President of Student Affairs/Title IX Coordinator, 1301 Main Street, Trenton, MO 64683 or emailing from your pirate email account to: kalley@mail.ncmissouri.edu. The Appeal Form is located under Academics in the Student Portal or can be accessed using this link: https://ncmccentral.etrieve.cloud/#/form/23
    - Schedule a meeting with the VP of Student Affairs to discuss the appeal. To schedule, contact the Student Services Coordinator at (660) 359-3948 ext. 1418. The completed appeal form and required documentation must be received prior to the scheduled appeal meeting. Information about the appeal process is also located in the NCMC Academic Catalog.
    - If a student does not wish to meet, a decision will be made based on the information contained on the Appeal Form and any supporting documentation.
- If the complaint is not resolved at the institutional level, a student may choose to file a complaint with the Office for Civil Rights at http://www.ed.gov/ocr/. Complaints must be filed within 180 days from the date of the alleged discrimination. OCR may extend the 180-day deadline if "good cause" can be shown.
- Complaints can be filed using OCR's electronic complaint form, found at http://www.ed.gov/about/offices/list/ocr/complaintintro.html.

- Complaints can also be mailed and should include the following information in the written complaint, or request a Discrimination Complaint Form from an OCR Regional or Headquarters office (complaints must be signed by the complainant or an authorized representative):
    - Your name, address, and telephone number.
    - Name and address of the entity you believe discriminated against you.
    - How, why, and when you believe you were discriminated against.
    - Any other relevant information.
- Send your complaint to the Regional Manager at the appropriate OCR Regional Office, or to the address located below.

  Kansas City
  Office for Civil Rights
  U.S. Department of Health and Human Services
  601 East 12th Street - Room 353
  Kansas City, MO 64106
  Customer Response Center: (800) 368-1019
  Fax: (202) 619-3818
  TDD: (800) 537-7697
  Email: ocr@ed.gov
- Upon receipt, OCR will review the information provided. If OCR determines they do not have the authority to investigate your complaint, they will, if possible, refer it to an appropriate agency.
- Dissemination of the Policy and Training

A copy of this Policy shall be made available to employees in their required training and posted on the NCMC website. NCMC shall alert all new students to this Policy and the location of this Policy as part of orientation.

Concerns with Chemical Exposure

Chemicals are used throughout the campus environment, including particular coursework. As a result, there is exposure to volatile and toxic substances/chemicals. If a student has an existing or pre-existing condition, including pregnancy, and is concerned about the risk of possible exposure, it is the student's responsibility to notify the instructor and work with the Accessibility Services Office to determine what alternative arrangements can be made.

Policy On Service & Assistance Animals

Definition:
Service animal - Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Assistance animal – A broad range of animals used in a place of residence to alleviate one or more identified symptoms or effects of a person's disability. Assistance animals are not considered service animals.

Partner/Handler/Owner – A person with a service animal or assistance animal.

Service animals are generally permitted in all NCMC facilities, programs, and activities. In residence halls, assistance animals are also permitted if they meet the condition for a reasonable accommodation.

A service or assistance animal may be prohibited if: 1. The animal's behavior or presence poses a direct threat to the health or safety of others, 2. The animal is out of control and the animal's owner does not take effective action to control it, or 3. The animal's presence fundamentally alters the nature of a program or activity. If it is determined that an animal's presence must be prohibited, reasonable accommodations will be provided to assure equal access to the student.

Students requesting the use of a service or assistance animal should contact the Accessibility Services Office in the Alexander Student Center, or by calling 660-359-3948, ext. 1405. Employees should contact the President's Office at ext. 1200. Assistance animals will be limited to housing areas only.

Although not necessary, students using service animals are encouraged to contact the Accessibility Services Office so they can assist the owner with questions or other potential accommodations. If the student plans to live in campus housing, accommodations may need to be discussed on how best to provide for the animal and student.

The Accessibility Services Office may require documentation to determine:

- that that the student has a disability for which the animal is needed;
- how the animal assists the student;
- the nexus between the student's disability and the assistance that the animal provides.

If a student is requesting that a service animal or assistance animal live in campus housing, the student is encouraged to notify the Accessibility Services Office at least thirty (30) days prior to the desired move-in date so that NCMC can best accommodate the student and the animal. If all other criteria are met, as set forth by the Accessibility Services Office, a meeting will be arranged between the student and the Director of Residence Life to discuss how to best accommodate the student, the animal, and the campus community.

The owner of the animal takes responsibility for the following:

- Accompanying the animal at all times
- Proof of up-to-date vaccination schedule
- Making sure the animal has met any local or state licensing requirements and wears tags designating the license
- Maintaining control of the animal by the owner at all times. The animal shall have a harness, leash, or other tether at all times outside of the owner's private quarters, unless the owner's disability interferes with its use or tethering the animal would interfere with the service of the animal
- Making sure the animal is house broken and animal waste is disposed of promptly and in the proper receptacle
- Full financial responsibility for any damage done or cleaning that needs to occur to the premise/facilities

Some individuals may have adverse reactions to animals due to allergies, asthma, or other medical conditions. If these circumstances arise, the person impacted by the presence of the animal must provide medical documentation to support the claim. Resolution of the complaint will take into consideration the needs of both parties and be as prompt as possible. Note: if a person using a service or assistance animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the service or assistance animal will not be removed to accommodate the second person.

In the event of an emergency, response personnel should be made aware that the animal is a service or assistance animal and they will make every effort to keep the animal with its owner. It is important to note that animals or their partners may be confused or disoriented in a stressful situation, and as a result, animals will be protective of their owners and should not be considered harmful. The owner should make every effort to control the animal during an emergency situation and should be prepared to muzzle or restrain the animal as needed.

Visitors to campus may bring service animals on campus.

Service and assistance animals are working animals, not pets. Pets are not allowed on college premises.

Contact the Dean of Student Services to file an appeal or grievance, located in the Alexander Student Center or by calling 660-359-3948, Ext. 1400. See also Accessibility Services Handbook, available on the NCMC website.

Emotional Support Animals

Definition:
Emotional Support Animal - is an animal that is owned by an individual with a disability. Emotional support animals provide emotional support to their owner in relation to a specific diagnosed disability. There must be a clear nexus between emotional support provided by the animal and the specific disability of the student. Students wishing to bring an emotional support animal to campus must submit an Emotional Support Animal Request Form, all necessary documentation and be approved. Generally, Emotional Support Animals are limited to either a dog or a cat. Any exceptions to these two animals must be approved through the Accessibility Services Office.

It is recommended that any application requesting an Emotional Support Animal be submitted at least 30 days prior to move in week. If there is missing or unclear information, this could delay the approval process.

This is an application for a housing accommodation, therefore has to be applied for each academic year before the start of the school year. This policy is not applicable to campus buildings beyond the residence halls. Emotional support animals are not allowed in classrooms or other campus non-residence buildings under housing accommodations and cannot leave the residence hall room unless they are entering or exiting the building. Service animals are allowed to accompany the owner outside of the residence halls and to other buildings on campus.

To apply:

1. Read through the NCMC ESA Application Process and NCMC ESA Residence Hall Policy
2. Submit the following documentation to Accessibility Services via the online application found at https://www.ncmissouri.edu/accessibility-services/information-for-students/
    - Emotional Support Animal Request Form
    - Documentation from your mental healthcare professional stating diagnosis and need for an ESA as part of your on-going treatment
    - Copy of veterinary records for animal, including pet health history and vaccinations and/or free of communicable disease. This documentation MUST show that ESA has been spayed or neutered.
3. Accessibility Services will review the application and documentation and notify the student and Residence Hall Director of decision via NCMC email
4. Once the ESA is approved, a meeting between the student and Residence Hall Director will occur to discuss policies for ESAs in the residence halls.

Characteristics of Successful Students

Prior to the start of the semester, successful students:

- Self-identify as a student with a disability to the Accessibility Services office at least 4 weeks prior to the beginning of the semester
- Review the requirements for receiving accommodations, including what is needed to complete the student file in the Accessibility Services office
- Provide current documentation of the disability
- Understand how the disability affects the student's learning
- Meet with the Accessibility Services Coordinator for the intake appointment
- Request specific accommodations in order to obtain equal access
- Schedule a follow-up appointment with the Accessibility Services Coordinator to learn the procedures for using accommodations

During the first week of the semester, successful students:

- Make an appointment with each instructor for which you plan to use accommodations in the course
- Collect signed Student/Instructor Agreements
- Inform the Accessibility Services office and instructors of any problems related to accommodations and suggest possible solutions

Throughout the semester, successful students:

- Follow college policies and procedures
- Schedule regular appointments with the Accessibility Services Coordinator
- Take responsibility for their own successes and learn from their failures
- Advocate for themselves and their accommodation needs
- Request accommodations in a timely manner
- Attend class regularly and arrive on time each day
- Inform the instructor of any accommodations that have been approved for the course

Section 504/ADA Grievance Procedure

Students are encouraged to discuss disability-related concerns with the Accessibility Services Coordinator. The Accessibility Services Coordinator will attempt to resolve issues by assisting the student in discussing concerns with the faculty member, department, or program; participating in such discussions; or calling the faculty member and/or head of the department in an effort to clarify and resolve issues. Most situations are positively resolved through this process.

If a satisfactory resolution is still not reached, the student can appeal the decision to the Dean of Student Affairs. To file an appeal, complete the following:

- Submit Appeal Form and supporting documentation to the Dean of Student Affairs, 1301 Main Street, Trenton, MO 64683 or emailing from your pirate email account to: kalley@mail.ncmissouri.edu. The Appeal Form is located on the Student Services page of the NCMC website or by accessing this link: https://portal.ncmissouri.edu/students/ASCDocuments/Appeal%20Form%202018.pdf
- Schedule a meeting with the Dean of Student Services to discuss the appeal. To schedule, contact the Student Services Coordinator at (660) 359-3948 ext. 1418. The completed appeal form and required documentation must be received prior to the scheduled appeal meeting.
- If a student does not wish to meet, a decision will be made based on the information contained on the Appeal Form and any supporting documentation.

For more information about the appeal process, please see the NCMC Academic Catalog.

If the complaint is not resolved at the institutional level, a student may choose to file a complaint with the Office for Civil Rights at https://www.ed.gov/ocr/.

Any individual who believes that he or she or a specific individual or class of individuals has been subjected to discrimination on the basis of disability, in a health or human service program or activity conducted by a covered entity, may file a complaint with OCR. Complaints must be filed within 180 days from the date of the alleged discrimination. OCR may extend the 180-day deadline if you can show "good cause." Include the following information in your written complaint, or request a Discrimination Complaint Form from an OCR Regional or Headquarters office (complaints must be signed by the complainant or an authorized representative):

- Your name, address, and telephone number.
- Name and address of the entity you believe discriminated against you.
- How, why, and when you believe you were discriminated against.
- Any other relevant information.

Send your complaint to the Regional Manager at the appropriate OCR Regional Office, or to the address located below.

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Upon receipt, OCR will review the information provided. If OCR determines they do not have the authority to investigate your complaint, they will, if possible, refer it to an appropriate agency. Complaints alleging employment discrimination on the basis of disability against a single individual may be referred to the U. S. Equal Employment Opportunity Commission for processing. Private individuals may also bring law suits against a public entity to enforce their rights under Section 504 and the ADA; and may receive injunctive relief, compensatory damages, and reasonable attorney's fees.

For further information, contact:
Director
Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, SW - Room 506-F
Washington, D.C. 20201
Hotlines: 1-800-368-1019 (Voice) 1-800-537-7697 (TDD)