



DRC ADMINISTRATIVE POLICY

DRC 3.1: Disability Services Eligibility and Documentation Policy

POLICY STATEMENT

This policy describes the processes and requirements for documenting eligibility for Accommodations due to a disability. For information on how to request approved Accommodations for a specific course, see DRC 4.1: Policy on Requesting Approved Accommodations.

DEFINITIONS

See DRC 1.1: Disability Resource Center Definitions for all relevant definitions as they apply to DRC policies.

PROCEDURES

A student registering for approval of Accommodations for a disability is required to provide Documentation of the disability to the Disability Resource Center (DRC). Documentation is required for the following three purposes:

1. To establish that the student is an Individual with a Disability and thus a member of the protected class;
2. To establish the need for Accommodations on a case-by-case basis due to consideration of functional limitations, the nature of the individual class, and in order to have Equal Access;
3. To be prescriptive in assigning reasonable Accommodations through an interactive process.

Documentation from external sources may include, but is not limited to, educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or other qualified employees of an educational institution. External Documentation will vary in its relevance and value based on the original context, credentials of the evaluator, level of detail provided, and the comprehensiveness of the narrative.

I. Documentation Requirements

A diagnosis related to a disability must be made by a professional with the appropriate credentials for diagnosing/identifying the specific disability. Documentation must include:

- A specific diagnostic statement on letterhead identifying the disability and date of the current diagnostic evaluation;
- A description of the diagnostic criteria and/or diagnostic test(s) used;
- As appropriate and available, information about how each condition or disability affects the student with regard to physical, emotional, and/or cognitive limitations and the severity of limitations within the classroom;
- Pertinent information regarding treatments, medications, assistive devices, and resources currently prescribed or in use, particularly if these will have an academic impact;
- Specific suggestions as to the types of resources that may be considered by the DRC Director or Assistant Director as reasonable Accommodations;
- Credentials of the diagnosing professional(s).

DRC staff will determine whether the evaluation Documentation is sufficiently current. The DRC Director or Assistant Director will combine the Documentation with information attained during the intake interview and approve appropriate and reasonable Accommodations on a case-by-case basis.

II. Submitting Documentation

In order for a student with a disability to be approved for Accommodations, the student is required to register for Services through the DRC. The student requesting Accommodations should make an initial appointment with the DRC no less than fourteen (14) Working Days prior to the first class meeting. If the student does not complete registration for Accommodations a minimum of fourteen (14) Working Days prior to the first day of class, the DRC cannot guarantee that all Accommodations will be available on the first day of class.

Prior to the intake interview, the student should create a student profile and upload Documentation of disability within the MyDRC database. DRC staff can assist students in locating the MyDRC database from the Nevada State College website and portal.

If the Documentation provided is not sufficient, in the DRC's sole discretion subject to applicable law, DRC staff will explain to the student what kind of Documentation is needed. Additionally, the Director or Assistant Director can discuss options for obtaining the necessary Documentation if the student is unsure if the Documentation is available. Options may include, but are not limited to, accessing records from high school, medical or psychiatric Documentation (or a letter on letterhead from the doctor who made the diagnosis or is treating the condition, and who has signed and dated the letter), audiograms, psychological testing reports, and evaluations from state or community agencies and organizations.

III. Accommodations Approval Process

After the student completes the online application for disability services and submits Documentation, DRC staff will review the Documentation and contact the student to schedule an intake interview with the DRC.

During the intake interview, the Director or Assistant Director will engage in an Interactive Discussion with the student. The purpose of the Interactive Discussion is to include important student input and provide the information needed in order to make informed decisions regarding reasonable Accommodations. The Interactive Discussion provides critical information regarding each individual student's preferred Modality of Communication, which drives decisions about which reasonable Accommodations best address the needs and preferred Modality of Communication of each student.

The type of Accommodation necessary to ensure Equal Access will vary in accordance with the Modality of Communication used by the student; the nature, length, and complexity of the communication involved, including the nature and vocabulary of the student's individual courses; and the context in which the communication takes place. When determining what type of Accommodation is necessary, the DRC will give primary consideration to the Accommodation the student indicates is most effective. To be effective, Accommodations must be provided in Accessible formats that address the individual and unique needs of each student in a timely manner and in such a way as to protect the privacy and independence of the student. To be effective, Accommodations, are not required to produce the identical result or level of achievement for individuals with and without disabilities, but must afford Equal Access.

IV. Reconsideration of Approved Accommodations

Students with disabilities who wish to request reconsideration of the reasonable Accommodations that have been approved by the DRC may do so on an informal basis by scheduling an appointment with the Director or Assistant Director to review the approved Accommodations.

A. Timeline for Requesting Reconsideration

Typically, a request for a revision to approved Accommodations should be made within the first two (2) weeks of a term. However, there are occasions when the need to revise approved Accommodations may not become apparent until later in a term.

B. Reconsideration Process

The DRC Director and/or Assistant Director shall review the student's request and the supporting disability Documentation, engage in an Interactive Discussion with the student, and make any revisions the DRC Director or Assistant Director determines are appropriate.

If additional information is required before a decision can be made, the DRC may temporarily provide the revised Accommodations for a specified period of time if deemed appropriate by the DRC Director or Assistant Director. This temporary revision to Accommodations does not imply that the revisions will be approved on a permanent basis. If a student granted a temporary revision to Accommodations does not comply with requests to produce additional information or Documentation by the date specified, the DRC Director may determine it is not appropriate to extend the temporary Accommodations beyond the end of the specified period of time for temporary Accommodations.

In some cases it is necessary for the DRC Director or Assistant Director to consult with a faculty member to determine which Accommodations are reasonable for a specific class. Decisions about reasonable Accommodations are made on a case-by-case basis and should take into account the fundamental elements (as documented in core competencies, learning outcomes, and metrics) of each class as well as the impact of the disability on the individual student.

If a student's concerns are not resolved during the informal process of meeting with the DRC Director or Assistant Director, the student may file a formal grievance. Additional information on the grievance procedure is provided in DRC 10: Disability Services Grievance Policy.

FORMS/INSTRUCTIONS

Instructions for Submitting Application and Documentation through AIM

1. In order to access MyDRC, you must already have an NSHE ID number.
2. AIM is available at [Shasta.accessiblelearning.com/nsc](https://shasta.accessiblelearning.com/nsc).
3. Sign in using your NSHE ID number and password.
4. Once you have signed in, the website automatically redirects to MyDRC, where you can complete the application for DRC services.
5. After completing the application, click on "Submit Application", which enables you to upload documentation.
6. If you prefer to not upload the documentation of a disability, you may bring hard copies of the documentation to the intake meeting with DRC staff; DRC personnel can upload the documentation and return the original to you. However, you must still complete the AIM application, as described above, prior to meeting with the DRC Director or Assistant Director. If you need assistance, the application can be completed at the DRC at the time of the appointment with hands-on support from DRC staff prior to your meeting.

CONTACTS

Disability Resource Center Director
702-992-2180
drc@nsc.edu

RELATED INFORMATION

- DRC 1.1: Disability Resource Center Definitions
 - DRC 4.1: Policy on Requesting Approved Accommodations, Services, and Auxiliary Aids
 - DRC 10.1: Disability Services Grievance Policy
 - Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
 - Section 504 of the Rehabilitation Act of 1973
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HISTORY

Replaces DRC 3 – Eligibility and Documentation Policy_06.05.2019.

APPROVAL SIGNATURE PAGE

Sharneé Walker

01/15/2020

DRC Director

Date