



DRC ADMINISTRATIVE POLICY

DRC 4.1: Policy on Requesting Approved Accommodations

POLICY STATEMENT

This policy describes the process for requesting to use approved Accommodations in specific classes. For information on the process of registering with the DRC and applying for approval of Accommodations, see DRC 3.1: Disability Services Eligibility and Documentation Policy.

DEFINITIONS

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

PROCEDURES

I. Requesting Approved Accommodations for Classes

Following the intake interview, students who have already enrolled in classes can immediately request approved Accommodations. If the student has not already registered for classes, approved Accommodations can be requested once the student enrolls in classes.

Accommodation requests for specific classes are submitted through the DRC AIM database.

II. Timeline for Requesting Approved Accommodations

The timeline for requesting approved Accommodations varies based on the specific Accommodations approved for the student. The following table provides the minimum amount of advance notice for various Accommodations requests. These timelines apply to already-approved Accommodations that a student is requesting to use in specific classes. They do not include the additional time needed to initially register with the DRC and complete all intake requirements.

Approved Accommodation Type	Minimum Advance Notice (Before the First Day the Accommodation Is Needed)	Approved Accommodation Will Be Provided By...
Alternative Media or Text	Fifteen (15) Working Days	Fifteen (15) Working Days from the date of the request
Alternative Testing	Seven (7) Working Days before each exam	Day of exam
Communication Aids and Services	Seven (7) Working Days	Five (5) Working Days into the term or from approval
Note-Taking Services	Seven (7) Working Days	Five (5) Working Days into the term or from approval
Accommodation Aids	Ten (10) Working Days	
Other Approved Accommodations	Ten (10) Working Days; additional time recommended	

For special requests, such as meeting with professors, tutors, or advisors, or attendance at workshops, club activities, off-campus-field trips, and other events that occur outside of regularly scheduled class time, the student should request the necessary Accommodation according to the timelines in the table above by emailing drc@nsc.edu. Students are encouraged to notify the DRC as far in advance as possible, particularly for off-campus events, to facilitate scheduling of Accommodations.

A. Late Requests

It is advisable for students to enroll in classes as far in advance as possible and request Accommodations at the time they enroll to ensure that Services are provided without delay. Every effort will be made to provide approved Accommodations for late requests, but the DRC cannot guarantee that these will be in place within seven (7) Working Days.

B. Delays in Providing Accommodations

The DRC makes its best effort to provide approved Accommodations within the timeframes specified in its policies. If the DRC determines a student requires an Accommodation that is not readily available and will be delayed, DRC personnel will take steps to ensure that the student is not denied an opportunity to participate in the academic program by using available alternatives to minimize the impact of the delay.

III. Requests for Changes to Accommodations Due to Schedule Changes

If a student drops, adds, or changes classes, the student must notify the DRC at drc@nsc.edu immediately to request a change to their Accommodations. Timely notification of changes is necessary so arrangements for changes can be established as quickly as possible.

Accommodation Type	Minimum Advance Notice to Change Accommodations
Alternative Text or Media	Fifteen (15) Working Days; additional time recommended
Communication Aids and Services	Seven (7) Working Days
Note-Taking Services	Seven (7) Working Days
Accommodation Aids	Ten (10) Working Days
Other Accommodations	Ten (10) Working Days; additional time recommended

The DRC will strive to expedite requests for changes to approved Accommodations, but cannot guarantee a faster turnaround time.

IV. Cancelling Approved Accommodations

It is the responsibility of the student using approved Accommodations to notify the DRC at drc@nsc.edu as soon as the student is aware that that the student will not attend class, class has been cancelled, or there is an exam that does not require Accommodations. A minimum of thirty-six (36) hours advance notice (not including weekends or holidays) is required.

If a student is a “no show” to class three times during a term and fails to cancel scheduled Accommodations in advance, the student’s approved Accommodations will be temporarily suspended unless there are extenuating circumstances that are reviewed and approved by the DRC Director or Assistant Director. To reinstate Accommodations, the student must schedule an

appointment with the DRC Director or Assistant Director to review DRC policies in order to ensure that the student fully understands DRC policies and how to adhere to them.

V. Reporting Issues with Approved Accommodations

A student who experiences issues with any approved Accommodations should immediately inform the DRC Director or Assistant Director.

To ensure redundancy and avoid delays in addressing issues or concerns, there are three primary methods for contacting the DRC to meet with the Director of Assistant Director or to schedule an appointment:

- Visit the DRC in person
- Email drc@nsc.edu
- Call/relay call 702-992-2180.

FORMS/INSTRUCTIONS

Instructions for Requesting Approved Accommodations through AIM

- Go to Shasta.accessiblelearning.com/nsc
- Sign in with your NSHE ID Number and password.
- Once you have signed in, you will see “Overview.”
- If you are a new student, you will see “EForms”, which need to be read, reviewed, signed electronically, and submitted. Returning students may not see the “EForms.”
- Scroll down to “Select Accommodations for Your Classes”.
- Click on each class for which you’re requesting your approved Accommodations.
- Click on “Step 2” to customize Accommodations.
- Select the specific approved Accommodations you are requesting for each individual class.
- Click “Submit.”
- The DRC Director or Assistant Director will process the requests and send Accommodation letters to your instructors.

CONTACTS

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

Eric Gilliland, ADA/504 Coordinator
Human Resources Office
702-992-2322
Eric.gilliland@nsc.edu

RELATED INFORMATION

- DRC 1.1: Disability Resource Center Definitions
- DRC 3.1: Disability Services Eligibility and Documentation Policy
- Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- Section 504 of the Rehabilitation Act of 1973

HISTORY

Replaces DRC 4.1 – Policy on Requesting Approved Accommodations_06.05.2019.

APPROVAL SIGNATURE PAGE

Sharneé Walker

01/15/2020

DRC Director

Date