

## Determination of Accommodation

This section explains how accommodation requests are reviewed and determined by the Office of Accessibility and Accommodations. It outlines eligibility requirements, review procedures, and the use of both permanent and temporary accommodations in accordance with applicable federal regulations and College policy.

### Overview

Accommodation is determined on an individual basis. Students must provide appropriate verification of the disability for which they are requesting accommodation. Students must be willing to discuss the disability or disabilities they want accommodated with Office of Accessibility and Accommodations staff.

When a student requests additional accommodations, the student must notify the Office of Accessibility and Accommodations for review and consideration. All relevant documentation is reviewed according to established guidelines and procedures.

The Office of Accessibility and Accommodations determines appropriate accommodations. All determinations must comply with academic and technical standards required for participation in the educational program or service.

The accommodation must be reasonable and effective for the student and must align with both the disability and the educational setting. Determining effectiveness may require discussions between the student, the Office of Accessibility and Accommodations, and other College personnel, including faculty, when appropriate.

In some cases, requested accommodations may not be available due to course content requirements or program constraints. Any changes to approved accommodations must be made in collaboration with and authorized by the Office of Accessibility and Accommodations.

### Federal Requirements

Federal regulations do not require colleges and universities to alter the essential nature or purpose of a program, course, or service as part of the reasonable accommodation process.

Reasonable accommodation does not eliminate academic, accreditation, or behavioral requirements for successful completion of a program, course, service, or activity. Instead, accommodations provide equal access to participation.

### Accommodation Review

Accommodation determinations are made using:

- Documentation provided by the student
- The Application or Request for Services
- Discussions with the student regarding prior accommodation experiences

Reviews are completed weekly or bi-weekly, as needed, to evaluate new requests.

The Office of Accessibility and Accommodations determines the most appropriate and reasonable academic accommodations. Approved accommodations must not create an undue hardship on the financial or administrative resources of the College and should support student independence and self-determination.

Students should be aware that accommodations in post-secondary education may differ from those provided in K–12 settings. Substitutions and modifications are rare at the post-secondary level, and there is greater emphasis on developing independent learning strategies and skills.

## **Academic Accommodations for Eligible Students**

The Office of Accessibility and Accommodations prepares accommodation letters each semester for students registered with the office. These letters verify eligibility for academic accommodations at Navarro College and identify approved accommodations.

## **Confidentiality**

- Accommodation letters protect student confidentiality.
- Disability information is shared only in compliance with the Family Educational Rights and Privacy Act (FERPA) or with written student consent.

## **Semester Variations**

- Accommodations may vary from semester to semester depending on course content.
- Students are responsible for notifying the Office of Accessibility and Accommodations if a course format requires adjustments or additional accommodations.

## **Delivery of Accommodation Letters**

- Students are responsible for obtaining accommodation letters from the Office of Accessibility and Accommodations.
- Students must provide letters to their instructors.
- Students are encouraged to deliver letters in person when possible and discuss accommodation needs with instructors.

If delivering accommodation letters presents a barrier due to a disability (such as mobility or visual impairments), the Office of Accessibility and Accommodations will assist with delivery upon student consent.

## **Retroactivity**

- Accommodations are not retroactive.
- Accommodations take effect on the date the student provides the accommodation letter to the instructor.
- No retroactive adjustments will be made for prior work.

## **Provisional or Temporary Accommodations**

The Office of Accessibility and Accommodations may provide accommodations on a provisional or temporary basis. Temporary accommodations are not required under law; however, Navarro College may provide them in alignment with applicable disability laws.

Temporary accommodations may be granted when additional documentation is needed to determine appropriate long-term accommodations. These accommodations are reviewed on a case-by-case basis.

Students will be notified when an accommodation is temporary and will be informed of documentation requirements needed for further review. Temporary accommodations may be granted for one semester while the student obtains additional documentation.

It is the student's responsibility to provide documentation verifying that the condition meets the definition of a disability under applicable laws, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Temporary accommodations will not be extended beyond one semester without additional documentation.

Some conditions are temporary and require accommodations for a limited time. Examples include injuries such as broken limbs or health conditions associated with complicated pregnancies.

The Office of Accessibility and Accommodations follows the same review procedures outlined above for temporary conditions. The duration of approved accommodations may vary. Temporary accommodations are typically approved for one semester and may require additional documentation if the condition becomes ongoing or permanent.