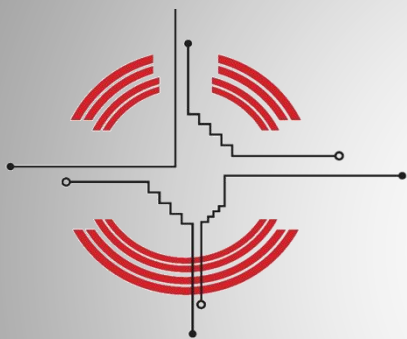
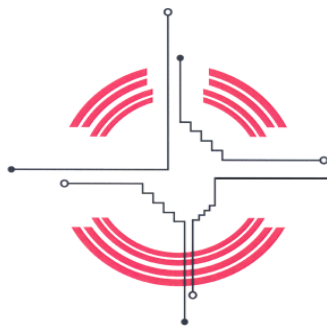


Disability Accommodations Policy



Navajo Technical University

June 25, 2018



ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

REASONABLE ACCOMMODATION POLICY

Mission Statement

The Disability Accommodation Office is dedicated in supporting students with learning disabilities, enabling inclusion and access; ensure empowerment to make choices, takes risks, fulfill potentials in all academic areas; encourage networking with peers to improve study habits; and ensure the best possible accommodation to match the needs of our students.

Disabilities Accommodation Specialist Office

The Navajo Technical University (NTU) is committed to provide equal opportunity and learning by meeting the specific needs of students with disabilities and complies with the provisions of the Americans with Disability Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. Students must demonstrate their need for academic adjustments and other reasonable accommodations based on their permanent disability. Reasonable accommodation includes adjustments to assure that any student has rights and privileges in school equal to those of others without disabilities.

Before services begin, an eligible agreement must be completed by the student and the Disabilities Accommodation Specialist. It is important to recognize that academic adjustment needs can change over time and with each course taken. Student without documentation will work with the Disabilities Accommodations Specialist on referral to services and resources that students have access to like the Navajo Nation Department of Vocational Rehabilitation (DVR).

The office also serves Chinle Instructional site and Teec Nos Pos Instructional Course site. The resource office welcomes students to computer access, do their assignments, get tutored, and take a test. The official location of the center is in the Student Services building, 2nd floor, Room 228. Employees that require accommodations will refer to the Human Resource office. The University Safety Officer is responsible for facility compliance including braille signage, path of travel, and/or accessibility into buildings.

Disabilities Accommodation Specialist
Navajo Technical University
P.O. Box 849
Crownpoint NM 87313
Tel: 505-786-4138
Fax: 505-786-4156

REASONABLE ACCOMMODATIONS REQUEST

Declaration of Disability and Referral

Self-Identification: Student discloses his/her disability and requests accommodation. Students are strongly encouraged to request accommodations as early as possible or as soon as they become aware of a need. Inform the Disabilities Accommodation Specialist at SUB room

Instructor Referral: Refer a student that is struggling with their academic courses through an Early Alert form, Absentee report, or consult with the Disabilities Accommodation Specialist. The student still needs to self-Identify with this referral for special accommodations to be provided.

Outside Entity: Students transferring from other Colleges, Treatment Programs, and Local Schools, should contact the Disabilities Accommodation Specialist for consultation.

1. The student seeking accommodation for his/her disability must provide documentation from a qualified medical/mental health professional, a diagnostician or DVR upon admissions to the university. The student is then referred to the Disabilities Accommodation Specialist for reasonable accommodation.
2. The Disabilities Accommodation Specialist reviews and evaluates the acceptable proof of a disabling condition based on the criteria set forth by Section 504 of the Rehabilitation Act of 1973 and ADA. The following are required to start accommodations:
 - A. Individualized Education Program (IEP) dated within 3 years is acceptable to assist in determining the past accommodation within the classroom but not as proof of documentation.
 - B. Must have a substantial limitation of one or more major life activity.
 - C. Documentation of disability
3. The Disabilities Accommodations Specialist contacts the student for a discussion to verify and determine how the disability affects academic work. An eligibility agreement is completed between the student and the Disabilities Accommodations Specialist.
 - A. Accommodation Application
 - B. Release/ Disclosure Authorization Form
 - C. Discuss transition from high school to college.
 - D. Explore resources and technology that supports learning.

Student Records and Confidentiality

Student records are maintained confidentially in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. This law protects the privacy of a student's educational records by establishing the right of students to inspect their records and providing guidelines for the correction of inaccurate or misleading records. FERPA applies to all schools that receive funds under U.S. Department of Education programs.

NTU has adopted the following policies:

1. No document in a student's record or transcript will be released without the student's written authorization unless it is for NTU faculty and/or staff who have a need to know, in order to comply with a judicial order, or for emergency health and/or safety purposes. Before

NTU can release information to employers or other institutions, the student must have a signed *Release of Information* form on file.

2. The following information, categorized by the law as “directory information,” may be released without the student’s consent unless the student requests the information be withheld:

- Name
- Dates of attendance and graduation
- Program(s) enrolled in or graduated from
- Educational majors, awards, and certificates
- Videotapes or photos of students participating in NTU activities

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a student does not wish to have this information released, a request for non-disclosure of directory information must be submitted in writing to the Admissions/Registrar’s Office.

Special Considerations outside the University

Some program of study require students to take licensing or certification exams outside of NTU. It is the responsibility of the student to research document requirement or request accommodations with entities outside of NTU. (Ex: Teacher licensure exams with the state)

Temporary Injury

The ADA does not recognize temporary injuries as a disability for which accommodation is legally required however NTU does assist students to continue their academic success. Students must show verification of injury to the appropriate faculty and the counseling office. Students are to inform their professors of their situation so they can work with them on assignments and absences. Students that live in the dorms need to inform the dorm manager if they need to be moved to accommodate their situation.

Service Animals

Registered service animals are limited by applicable law. Service animals are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. NTU can only accommodate service dogs due to room size availability. The work or task a dog has

been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA.

Service Animal Requirements:

- Service animals accompany people with disabilities in all facilities where the public is allowed to go
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Register the Service Animal with the NTU Disability Accommodation Office and the Admissions/Registration Office.

PROCESS FOR IMPLEMENTATING ACCOMMODATIONS

Student is provided information about reasonable accommodations to address the disability and choose the accommodation. Appropriate accommodations will be based upon a student's disability and individual needs. Students with emotional behavior that interfere with their learning are to work closely with their counselor to work on their challenges and follow procedures of the Student Handbook's Student Code of Conduct.

1. Disabilities Accommodation Specialist assists the student with his/her course schedule each semester. Students are responsible to check in with the Disabilities Accommodations Specialist every semester for continual services.
2. Disabilities Accommodation Specialist sets up a meeting to inform faculty of the accommodations for the student in the classroom at the start of the semester. Additional discussion or clarifications may be scheduled after notification for each course.
 - A. Agreement on attendance policy in the class; if absences become excessive, Specialist needs to be notified for withdrawal.
 - B. Student is responsible for all class work and will need to plan on how to make up missed work.
 - C. Students need to make arrangements to make up missed tests/exams or extensions.
3. Collaborative meetings on each student occurs weekly regarding student performance by telephone, email, or letters and is notated in NTU student database system, Jenzabar.
4. Case staffing with outside entities are necessary if students attending NTU get services through them. Ex: Navajo Nation Vocational Rehabilitation Services.

ACCOMMODATION PROVIDED

The following reasonable accommodations are limited and subject to availability of funds:

- Mobility aids, such as wheelchairs, walkers, scooters, canes, crutches to get around on campus.
- Hearing aids can improve hearing ability with barriers to classroom lectures.
- Assistive technology and communication equipment.
- Computer software and hardware, i.e.: voice recognition program, screen readers, and screen enlargement applications.

- Provide a Reader with peer tutor or staff
- Note-Taker is hired on voluntary basis
- Tutoring services
- Extra time on exam, assignment or quiz - monitored at a different site if necessary.
- Request for private room to take the test or quiz
- Oral Exam (or Taped answers)
- Use of hand calculator during class and exams
- Use of a smartphone, Tablet, tape or video recording of lectures and material for educational use only.

COMPLAINT PROCESS

If a student does not agree with a recommended accommodation, or has been denied accommodation(s), the student may file a complaint. A faculty or staff member who does not agree with an accommodation recommended for a student may also utilize Complaint Process. A faculty or staff-initiated complaint cannot delay the implementation of an accommodation.

Any individual needing accommodation to participate in this complaint process:

1. If an informal discussion with the Disabilities Accommodations Specialist does not resolve the issue, the individual shall submit a written complaint to the Dean of Student Services and/or Dean of Undergraduate Studies.
2. The Dean of Student Services and/or Dean of Undergraduate Studies shall meet with the individual within ten (10) working days of the receipt of the complaint.
3. If this meeting does not resolve the complaint, the Dean of Student Services and/or Dean of Undergraduate Studies, will forward the written complaint, to the Title IX Coordinator for further investigations, will make a decision regarding the complaint and provide a written notice to all parties involved.