

DISABILITY RESOURCE AND ACCESS

Procedure 0007

Determining Eligibility for Disability Resource and Access

Purpose: The primary resources of the Northland Pioneer College, Disability Resources and Access office (DRA) are committed to serve students who are eligible for assistance under the Americans with Disabilities Acts (ADA) and Section 504 of the Rehabilitation Act. The following procedures for determining eligibility should be followed in order to establish consistency of application.

Eligibility Determination Process: All medical documentation, diagnostic data, functional limitations and related documents as well as student input will be reviewed by the DRA Coordinator in order to make determination as to eligibility for services under ADA and Section 504 of the Rehabilitation Act. Eligibility determination must establish a clear “nexus” between impairments and limitations; and the requested accommodations and services by applying currently accepted guidelines.

Initial eligibility determinations will be made by the Disability Coordinator assigned. This process must be completed before students are notified as to eligibility and before any services will be provided.

If the student is found eligible under ADA, any/all services and accommodations appropriate to student limitations may be authorized. These accommodations are outlined in an “ADA” Accommodation Authorization Letter” issued by the Coordinator to the instructor of each class in which the student is enrolled. They must be re-authorized each semester during the student’s period of enrollment.

Denial of Services and Determination of Ineligibility: All cases of questionable eligibility, insufficient documentation, expired documentation or other eligibility issues will be discussed with the student. An opportunity will be given to the student to provide additional information that may impact the eligibility determination.

The Coordinator may involve the student, other staff members, outside consultants, or other appropriate resources before making a final determination.

Tier-2 Services: The Coordinator can authorize assistance for students whose documentation does not rise to the level needed to qualify under ADA. Individuals with a substantial medical need or those who have temporary impairments may under certain conditions, and to a limited degree, receive services from the DRA.

The type of services to be provided will be individually determined but will generally be limited to low cost-impacted service such as early registration, advising, and tutoring. These will be informally handled by the DRA, since classroom activities are not directly affected.

Recommendations to faculty members pertaining to classroom activities (sit and stand at will recommendations, priority seating, and suggestions which may facilitate communication with students) may also be considered.

Such service recommendations will be communicated to faculty through a “Service Recommendation Letter” (as opposed to an authorization letter) or they will be facilitated through informal communication between the Coordinator and the instructor or handled directly by the student. All Tier-2 services are made in the form of a recommendation only. They are provided at the discretion of the faculty and are not required under ADA.

Limited Tier-2 services are also provided to students who fall under the classification of Economically Disadvantaged, Academically Disadvantaged, and having Limited English Proficiency.

Tier-2 services are not intended as conditional accommodations (i.e., as interim services until more documentation arrives). The student will remain in Pending Status until the DRA determines that no additional documentation is forthcoming, or the student indicates that more documentation will not be provided. Tier-2 services will be considered, only if ADA eligibility is not established. Students served under Tier-2 will be placed into Active Status.