



# Northland Pioneer College

## OFFICE OF ACCESSIBILITY AND INCLUSION STUDENT RESPONSIBILITIES

- You must provide the Office of Accessibility and Inclusion (OAI) with appropriate documentation (as required by ADA) in order to receive services. Students may be required to provide periodic updates of such documentation and discuss the functional limitations caused by the disability with the OAI Coordinator.
- You must meet with an academic advisor to review classes, academic progress, and degree requirements **each semester** prior to meeting with the OAI coordinator. You then need to meet with the OAI coordinator to set up accommodations for your classes. You should contact the OAI office when changes occur or class accommodations are interrupted for any reason.
- You are expected to take responsibility for your education at NPC and obtain assistance from other student services when needed such as:
  - Career Services to assist with career planning and job placement;
  - The Financial Aid Office to assist in applying for financial assistance.
- If you are registered with the Office of Accessibility and Inclusion you must still meet the essential requirements of a class or program, such as attendance and turning in assignments, as outlined in each class syllabus. You are expected to adhere to college policies, the Student Code of Conduct and OAI guidelines and procedures. In the event you are not satisfied with your disability-related accommodations or have a problem with a specific instructor, you have 10 days to appeal. Copies of guidelines are available upon request.
- You are expected to cooperate with OAI Staff by attending scheduled appointments and obtaining training on adaptive equipment if needed.
- You are expected to maintain borrowed equipment in good condition and return it in a timely manner. If borrowed equipment is not returned when agreed upon a hold can be placed on your registration and grade transcript.
- You are required to sign a Release of Information form which allows the OAI to share information with others in the college community on a need to know basis only. This may allow the OAI to contact others regarding your situation by providing the appropriate authorization. Grade information can be provided to outside agencies such as Vocational Rehabilitation and WIA, upon request, only when the appropriate release has been signed.
- If you have an in-class service provider, such as a sign language interpreter and/or notetaker, and you do not show up within 15 minutes of the start of class, your service provider will leave and report the absence to the OAI. If three consecutive classes are missed (without receiving prior approval) or if there is a pattern of missing classes on a regular basis, services may be suspended until after you meet with the OAI Coordinator.

I have read the above information and understand what my responsibilities are as a student receiving OAI services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date