

3. A description of the current substantial functional impact of the disability on a major life activity.
4. A description of the diagnostic tests, methods, and/or criteria used, the specific results of the diagnostic procedures, and when available, both summary and specific test scores.
5. Treatments, medications, and/or assistive devices/services currently prescribed or in use. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted.
6. A description of the expected progression or stability of the impact of the disability over time, particularly the next five years. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.
7. The certified professional should recommend accommodations, including adaptive devices, assistive services, compensatory strategies, and/or collateral support services. Those recommendations that are congruent with the programs and services offered by NVCC will be given deference. When recommendations go beyond services and benefits that can be provided by the college they may be used to suggest potential referrals to local area services providers outside of the college.
8. A prior history of accommodations, without demonstration of current need, does not in and of itself warrant the provision of a like accommodation. In addition, if no prior accommodation has been provided, the evaluator or appropriate professional must include an explanation as to why no accommodations were used in the past, and why accommodations are needed now.

For More Information

Contact the Counseling Office at the campus of your choice:

Alexandria:	703-845-6301
Annandale:	703-323-3200
Loudoun:	703-450-2571
Manassas:	703-257-6610
Woodbridge:	703-878-5760

Campus Addresses

Alexandria Campus (AL)
 3001 North Beauregard Street
 Alexandria, VA 22311-5097
 (703) 845-6200
www.nvcc.edu/alexandria/

Manassas Campus (MA)
 6901 Sudley Road
 Manassas, VA 20109-2399
 (703) 257-6600
www.nvcc.edu/manassas/

Annandale Campus (AN)
 8333 Little River Turnpike
 Annandale, VA 22003-3796
 (703) 323-3000
www.nvcc.edu/annandale/

Woodbridge Campus (WO)
 15200 Neabsco Mills Road
 Woodbridge, VA 22191-4099
 (703) 878-5700
www.nvcc.edu/woodbridge/

Loudoun Campus (LO)
 1000 Harry Flood Byrd Hwy.
 Sterling, VA 20164-8699
 (703) 450-2500
www.nvcc.edu/loudoun/



Northern Virginia Community College



NORTHERN VIRGINIA COMMUNITY COLLEGE

Student centered. Community focused.

<http://www.nvcc.edu>

September 2002

Information for Students With Disabilities

Northern Virginia Community College

Information for Students with Disabilities

Under *Section 504 of the Rehabilitation Act of 1973* and the *Americans With Disabilities Act (ADA)*, disability services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more of life's major activities and who are otherwise academically qualified.

Definitions of Terms

- *Disability* is defined as a physical or mental condition that substantially limits one or more major life activity/ies.
- *Major life activities* are defined as functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and experiencing leisure.
- *Substantially limits* means when one is unable to perform a major life activity that the average person can perform; or when one is significantly restricted in the manner or duration under which one can perform a particular major life activity as compared to the average person.

Eligibility Requirements

In order to qualify for services, the student must provide the following information:

1. The student must provide clear and specific evidence that a qualified professional has established a formal diagnosis of a disability. However, a diagnosis report alone is not enough to establish eligibility for accommodations under the ADA. There must also be evidence of a "substantial limitation" in a major life activity, such as walking, seeing, hearing, learning, breathing, etc. (For example, evidence could be a description of the diagnostic tests, methods, and/or criteria used in establishing the diagnosis, the specific results of the diagnostic procedures, and when available, both summary and specific test scores.)

Examples of individuals eligible for disability services include, but are not limited to, the following types of disabilities:

- Visual Impairment
 - Partial Vision Loss
 - Learning Disability
 - Cerebral Palsy
 - Mobility
 - Hearing Impairment
 - Partial Hearing Loss
 - TBI/Closed Head Injury
 - Speech Impairment
 - ADD/ADHD
 - Psychological/Psychiatric Disorder
2. The student requesting accommodations must have met the academic or technical standards for admission or participation in the education program or activity requested.

Assessment (Intake) Process

The *intake* process includes a review by an NVCC Counselor of Students with Disabilities of the appropriate professional's documentation, as well as a review of the fundamental goals and essential standards of the academic program, course, or service in question. If the services are approved, the assessment process will generate a list of reasonable accommodations that will then be reviewed based on potential effectiveness, preferences of the requester, maximum level of integration, and the potential for an undue financial or administrative burden on the institution.

The final determination of appropriate accommodations rests with the NVCC Counselor for Students with Disabilities based on the review of the all the provided documentation. *Documentation should be no more than three years old, except as noted in Item 2 of the following section "General Guidelines for Professional Documentation."*

It is the responsibility of the student to obtain his/her documentation and to obtain additional information or testing, when requested.

All information obtained in diagnostic and medical reports will be maintained and used in accordance with applicable confidentiality requirements. *College policy reclassifies any student not enrolled for three full years as inactive. Records of inactive students will not be maintained.*

Students may refer to the "Student Complaint and Grievance Policy" in the *Student Handbook*, if they do not agree with the counselor's decision.

General Guidelines for Professional Documentation

The guidelines below were developed to assist students in working with their treating professional(s) to prepare the information needed by NVCC counselors to verify eligibility and to support requests for accommodations, academic adjustments and/or auxiliary aids requested. If after reading the guidelines you still have questions, please contact a Counselor for Students with Disabilities.

As appropriate to the disability, the documentation should adhere to the following guidelines:

1. The name, title and professional credentials of the evaluator, including information about license or certification (e.g., licensed psychologist), as well as the area of specialization, employment and state/province in which the individual practices should be clearly stated in the documentation.
2. The initial qualifying documentation should generally be no more than three years old. Documentation older than three years may be appropriate in certain situations if it is still relevant to the individual's situation and otherwise meets the guidelines outlined here. Examples of such situations include transfer students who have been continuously enrolled in college and have a history of receiving services and accommodations in a similar setting, and non-traditional aged college students whose documentation accurately describes their current ability to function academically.