

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2115 Disability Services for Students	Page 1 of 4
Primary Policy: SP 2115 Disability Services for Students	
Associated Policy: GAP 1200 Equal Opportunity	
References: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Addendum: Disability Services Accommodation Request Form; Release Authorization	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision: 02/18/2022

Three Rivers College provides reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of a disability. Accommodations are adjustments made for students with disabilities to allow the same educational experiences as their peers. The purpose of an accommodation is to attempt to level the educational learning field for student with disabilities.

Pursuant to the Rehabilitation Act of 1973 (Section 504) and the Title II Americans with Disabilities Act (ADA), Three Rivers College will provide reasonable and individualized accommodations for requesting students who provide the required documentation outlining their disabilities. Because each student's disability may differ in degree and impact, reasonable accommodations will be made on an individual basis.

Declaration of a student's disability is voluntary. Documentation to support the disability must be provided to the college at the time of the request in order for a student to receive services. Information pertaining to a student's disability is kept confidential. Information provided by a qualified professional will be used to assist with the determination and level of reasonable accommodations provided. It is the intent of the college to ensure equal opportunity while maintaining the integrity and quality of its programs.

Acceptable Documentation

The Office of Disability Services (ODS) must have recent documentation (within the last 3 to 5 years) identifying the student's disability in order to determine an individual's eligibility for services. In order to meet the appropriate documentation requirements, a written report prepared by an appropriate licensed professional that clearly diagnoses a disability and/or records indicating the history of the disability and the current impact of the disability in relation to the educational setting. Medical doctors, psychiatrists, psychologists, and school psychologists are among the professions who routinely evaluate, diagnose, and treat disabilities. Requests for accommodation(s) or auxiliary aid(s) are fully evaluated by the ODS using the documentation to best serve the student with disabilities.

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Three Rivers College has developed procedures to better serve students with disabilities. The following outlines the procedures:

Accommodation Procedure

1. The student with a disability who requires accommodation must register with the Office of Disability Services (ODS). It is the student's responsibility to initiate the request for services. This can either be done in person at the ODS or the student can go to our website <https://trcc.edu/student-services/disability-services/> and print out a Request for Disability Accommodations packet (PDF).
2. Students with a disability are responsible for providing documentation from the appropriate licensed medical or licensed psychological personnel and should make an appointment with the ODS.
 - a. Students are responsible for any financial charges incurred while obtaining the necessary documentation.
 - b. Rules for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitation of the disability in order to permit Three Rivers College ODS to make a determination as to whether the requested accommodations are appropriate. The ODS will review the date of the evaluation and relevant information to determine the most appropriate accommodation based on the documentation provided at the time the request is made.
 - c. Documentation of a disability should be mailed or faxed by the professional to the attention of the Office of Disability Services at Three Rivers College, 2080 Three Rivers Blvd, Poplar Bluff, Missouri 63901 or faxed to 573-840-9018. The documentation may also be hand delivered by the student in a sealed company envelope with the professional's signature across the seal.

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Accommodation Determination and Implementation

Accommodations will be determined based upon the documentation of the disability; students reported needs, and the Office of Disability Services (ODS) interview. It is important to have a stated description within the documentation as to how the disability affects the students' academic performance.

The Office of Disability Services (ODS) will make every effort to meet the student's needs while maintaining compliance with Three Rivers College Institutional, Instructional, and Administrative Policies. However, students who believe that they would need additional or alternate accommodations may discuss this with the ODS at any time during their educational experience at the college

After accommodations have been established by the Office of Disability Services (ODS) the student is required to pick-up from the ODS and carry with them an accommodations card. Each respective Three Rivers instructor will be notified electronically of the student's specific accommodations. The instructor and the ODS shall work closely to ensure that the appropriate accommodations for each student are implemented. Students who are experiencing unresolved challenges implementing the accommodations should contact the ODS immediately for assistance. The ODS Coordinator is the 504/ADA Compliance Officer for the students at Three Rivers College.

Three Rivers College is in compliance with Title II of the Americans with Disabilities Acts (ADA) regarding service animals. Students are required to register their service animal with the Office of Disability Services.

Office of Disability Services (ODS) contact information is provided on each syllabus for the classes being offered at Three Rivers College. If you have questions or need clarification, please feel free to contact the Office of Disability Services located in the Administration Building, 2080 Three Rivers Blvd, Poplar Bluff, Missouri 63901 and office number is 573-840-9608.

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DOCUMENT HISTORY:

- 01-18-2017:** Initial approval of regulation SR 2115 Disability Services for Students.
- 02-18-2022:** Clarification of process for registering a service animal with the Office of Disability Services.



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Disability Services Accommodation Request Form

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

1. Check all that apply: Acquired Brain Injury Hard of Hearing
 Learning Disabilities AD/HD Deaf Orthopedic Impairment Language Impairment
Psychiatric Disability Blind/Partial Sight Developmental Disability
Other: _____

2. Indicate the accommodations related to your disability that you are requesting.
____ a. Extended time on tests
____ b. Note taking services
____ c. Preferred seating in the classroom
____ d. Quiet testing area
____ e. Textbooks on Audio
____ f. Housing
____ g. Service Animal
____ h. Other

3. Do you have current medical documentation on file with the Office of Disability Services?
Yes: _____ No: _____

4. I do _____ or do not _____ give permission for the Coordinator of Disability Services to share any relevant information with my Three Rivers instructors or the Student Services staff regarding my disability.

5. I understand that in case of a medical emergency, TRC faculty and staff are required to call 911.
_____ (initial here)

6. If I am registering a service animal, I understand that I will be responsible for maintaining the temperament of the service animal and providing the current vaccination record to the Office of Disability Services. _____ (initial here)

Student Signature: _____ Date: _____

Form Processed By: _____

Please refer to College policy SP 2115 and regulation SR 2115 Disability Services for Students for more information.



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Release Authorization

The Family Education Right and Privacy Act of 1974, as amended, prohibits the release of a student's academic information without the student's written consent.

Please complete the following information:

Student's Name: _____

Student's ID#: _____ Date of Birth: _____

Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Release to speak with guardians/family of _____

(Please initial) _____ In accordance with FERPA, I authorize the Coordinator and office staff of the Office of Disability Services at Three Rivers College to speak with the family or guardians of the student listed above. I understand the Coordinator and office staff of the Office of Disability Services at Three Rivers College will NOT discuss anything, except the student's disability, with any of the people listed below.

_____ Relationship to student _____

_____ Relationship to student _____

_____ Relationship to student _____

Student Signature _____ Date _____

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.