

**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	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision:

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/studentsuccess/disability.php> 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.

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.