

**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: 09-21-2022 |

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 students with disabilities.

Pursuant to the Rehabilitation Act of 1973 (Section 504) and Title II of the 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 for a student to receive services. Information pertaining to a student's disability is kept confidential. Information provided by an appropriate licensed professional will be used to determine the reasonable accommodations provided. It is the intent of the College to ensure equal opportunity while maintaining the integrity and quality of its educational offerings.

Acceptable Documentation

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 must be provided. The documentation must be recent (within the last 3 to 5 years). Medical doctors, psychiatrists, psychologists, and school psychologists are among the professions who routinely evaluate, diagnose, and treat disabilities. Requests for accommodations or auxiliary aids are evaluated by the ODS using the documentation to best serve the student with disabilities.

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

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|--|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2115 Disability Services for Students | Page 2 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: 09-21-2022 |

Accommodation Procedure

1. The student requesting an accommodation must register with the Office of Disability Services (ODS). It is the student's responsibility to initiate the request for services. The Request for Disability Accommodations packet (PDF) can be accessed at the ODS or at <https://trcc.edu/student-services/disability-services/>. The packet can be completed online and submitted to disabilityservices@trcc.edu via email, or can be printed and turned in to the ODS via email, in person, or faxed to 573-840-9018.
2. Students seeking disability services are responsible for providing documentation from an appropriate licensed professional and should make an appointment with the ODS.
 - a. Students are responsible for any financial charges incurred while obtaining the necessary documentation.
 - b. Documentation requirements vary by disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitation of the disability to permit the 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.
 - c. Documentation of a disability should be mailed by the licensed professional to 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.
3. Once reasonable accommodations are provided, the student must meet with the Disability Services Coordinator each semester. Continuing services are not automatically provided each semester.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|--|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2115 Disability Services for Students | Page 3 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: 09-21-2022 |

Accommodation Determination and Implementation

Accommodations will be determined based upon the documentation of the disability, students' reported needs, and an interview with the ODS Coordinator. It is important to have a stated description within the documentation as to how the disability affects the students' academic performance.

The ODS will make every effort to meet the students' needs while maintaining compliance with Three Rivers College Institutional, Instructional, and Administrative Policies. However, students who believe 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 ODS the student may pick up from the ODS and carry with them an Accommodations Card. The student will also receive an electronic copy of their Accommodations Card, and each of their Three Rivers College instructors will be notified electronically of the student's specific accommodations. The instructor and the ODS shall work closely to ensure the appropriate accommodations are implemented. Students experiencing unresolved challenges implementing the accommodations should contact the ODS immediately. The ODS Coordinator is the 504/ADA Compliance Officer for 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 ODS.

ODS contact information is provided on each class syllabus. If students have questions or need clarification, please contact the ODS located in the Westover Building on the Poplar Bluff campus; or calling 573-840-9608.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|--|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2115 Disability Services for Students | Page 4 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: 09-21-2022 |

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.
- 09-21-2022:** Aligned ODS operations with TRC location as well as contact information for disability services, and clarification of process for continued services and receipt of identification card.



THREE RIVERS COLLEGE

Office of Disability Services Recruitment Packet

Dear TRC Student,

The Office of Disability Services (ODS) provides a variety of services to all Three Rivers College students who have a documented disability. The ODS office is located on the 1st floor of the Westover Administration Building and is open Monday- Friday 8:00 a.m.- 5:00 p.m. Summer office hours during June and July are Monday-Thursday 7:00 a.m.- 6:00 p.m.

The ODS offers academic accommodations to students with disabilities in accordance with the 1993 Rehabilitation Act, The Americans with Disabilities act of 1990, and the ADA Amendment Act of 2008. In order to be successful at Three Rivers, students are strongly encouraged to register with the Office of Disabilities Services regarding any documented disability, even if you are not seeking accommodations at this time. Students are not required to self-identify, but if they do, they must verify their disability with supporting medical documentation performed by a qualified professional.

It is the responsibility of the student requesting accommodations to present documentation and request accommodations prior to the beginning of each semester. Eligibility for reasonable and appropriate accommodations will be determined on an individual basis. Please note that services cannot begin until a completed application (Request for Accommodations, supporting documentation, and current class schedule) is on file with the Office of Disability Services and the disability has been verified according to the ODS requirements. Please refer to College policy SP 2115 and regulation SR 2115 Disability Services for Students for more information.

We look forward to working with you this semester. Please direct all questions regarding accommodations and appropriate documentation requirements to the Coordinator of Disability Services. Please complete the form provided and return to:

Three Rivers College
Office of Disability Services
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
Phone: 573-840-9608
Fax: 573-840-9018
Email: disabilityservices@trcc.edu



THREE RIVERS COLLEGE

Office of Disability Services Frequently Asked Questions

Who Is Eligible for Services?

All students attending Three Rivers College with a documented disability are eligible for services and encouraged to contact the Office of Disability Services (ODS). Please refer to College policy SP 2115 and regulation SR 2115 Disability Services for Students for more information.

How Do You Apply for Disability Services?

After being admitted to Three Rivers College, you must complete an ODS Accommodations Request Form (2 pages) and submit the proper documentation that verifies the disability(s).

How Are Accommodations Determined?

Accommodations are determined from the documentation provided, the student's background, and an interview with the student.

Service Animals

Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Current vaccination records for the service animal are required.

Guidelines for Documenting Medical Disabilities (Hearing, Visual, and Mobility)

1. The clinician must be qualified to make the diagnosis in the area of specialization.
2. The evaluation must be written on professional letterhead, be current, and contain the date of the student's appointment.
3. Documentation must clearly support the claimed disability with relevant medical history.
4. The documentation must include student's current medication, treatments, and assistive devices and technologies.
5. The written documentation should also include functional limitations resulting from the disability, which specifically states the College's residential and educational settings.

Guidelines for Documenting Learning Disabilities

1. A qualified professional must conduct the evaluation.
2. Testing must be current (past three years).
3. Comprehensive documentation necessary to confirm the learning disability must be provided (prior documentation may be useful in determining appropriate services, such as an Individual Education Plan [IEP] or a 504 plan), but these documents are only used for the diagnosis, not as the recommended accommodations.



THREE RIVERS COLLEGE

Disability Services Accommodation Request Form

Name: _____

Home Address: _____

City: _____ State _____ ZIP Code: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

| | | | |
|--|---|--|---|
| 1. Select all that apply: | | | |
| <input type="checkbox"/> Acquired Brain Injury | <input type="checkbox"/> Hard of Hearing | <input type="checkbox"/> Learning Disabilities | <input type="checkbox"/> AD/HD |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Language Impairment | <input type="checkbox"/> Psychiatric Disability |
| <input type="checkbox"/> Blind/Partial Sight | <input type="checkbox"/> Developmental Disability | Other: _____ | |

| | | | |
|---|---|---|---|
| 2. Select all the accommodations related to your disability that you are requesting: | | | |
| <input type="checkbox"/> Extended time on tests | <input type="checkbox"/> Note taking services | <input type="checkbox"/> Preferred seating in the classroom | <input type="checkbox"/> Quiet testing area |
| <input type="checkbox"/> Textbooks on Audio | <input type="checkbox"/> Housing | <input type="checkbox"/> Service Animal | Other: _____ |

| |
|---|
| 3. Do you have current medical documentation on file with the Office of Disability Services? |
| <input type="radio"/> Yes <input type="radio"/> No |

| |
|--|
| 4. Do you give permission for the Coordinator of Disability Services to share any relevant information with Three Rivers instructors or Student Services staff regarding my disability? |
| <input type="radio"/> Yes <input type="radio"/> No |

| |
|--|
| 5. You understand that in case of a medical emergency, Three Rivers College faculty and staff are required to call 911: |
| <input type="radio"/> Yes <input type="radio"/> No |

| |
|--|
| 6. If you are registering a service animal, you understand that you will be responsible for maintaining the temperament of the service animal and current vaccination records to the Office of Disability Services: |
| <input type="radio"/> Yes <input type="radio"/> No |

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature, and certifies that all the information contained on this form and the attached documentation submitted is complete and correct. If I purposely give false or misleading information I may be fined, sentenced to jail, or both.

| | |
|---------------------------------|--------------------|
| Student Signature: _____ | Date: _____ |
|---------------------------------|--------------------|

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



THREE RIVERS COLLEGE

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# _____ |
| E-mail Address: _____ | |

| | |
|--|--|
| Release to speak with guardians/family of _____ | |
| By typing my name above, I agree to the below statement. | |
| _____ | 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. |
| Please type initials: _____ | |

| | |
|--|--------------------------------|
| NAME AND RELATIONSHIP OF PERSON(S) TO WHOM EDUCATION RECORDS MAY BE RELEASED: | |
| Name: _____ | Relationship to student: _____ |
| Name _____ | Relationship to student _____ |
| Name _____ | Relationship to student: _____ |
| Name _____ | Relationship to student: _____ |

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature, and certifies that all the information contained on this form and the attached documentation submitted is complete and correct. If I purposely give false or misleading information I may be fined, sentenced to jail, or both.

| | |
|--------------------------|-------------|
| 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.

NOTE: Save this form to your PC before submitting, then open the saved form, and "Click to Submit". If the submit button does not work, then attach this form to an e-mail to: disabilityservices@trcc.edu

