

NCC Student Accessibility Services Request for Renewal of Accommodations



Northwest Iowa Community College (NCC) believes that disability is a naturally occurring aspect of humanity's diversity and is an integral part of society and the College. Northwest Iowa Community College believes in working collaboratively with students, Faculty, and Staff to provide accessible and equal opportunities for all students. Students with disabilities are encouraged to connect with the Student Accessibility Services Office to begin the individualized process of determining reasonable accommodations. For further information, contact the Student Accessibility Services Coordinator, Renee Franklin, at 712-324-5061 ext. 116 or disabilityserv@nwicc.edu. Any student who believes he/she may have been unlawfully denied accommodations may report a violation to the College pursuant to the Discriminatory Harassment and Accommodations Complaint Procedures policy. The College prohibits retaliation for requesting or using disability accommodations and NCC will impose consequences up to and including termination of employment of any Instructor who engages in retaliation.

In accordance with the Americans with Disabilities Act and the Vocational Rehabilitation act, NCC is committed to providing an accessible environment which supports students with disabilities to reach their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to insure equal access to educational opportunities. NCC employs an Accommodations Coordinator to work with students to develop and coordinate services based on individual student need. If you are a student with a disability, who requires reasonable accommodations to participate at NCC, follow the steps listed below.

Request for Renewal of Services Checklist

- Student should complete the Request for Renewal of Accommodations Application form on page 2.
- Return the form to the Accommodations Coordinator in person or by email.
 - Student Accessibility Services
 - Renee Franklin
 - Accommodations Coordinator
 - Phone: 712-324-5061 ex. 116
 - Email: rfranklin@nwicc.edu
- If approved, an accommodation award letter will be emailed to the student and their instructors through their NCC email. It is the student's responsibility to discuss accommodations with their instructor and how they will be practically implemented in that class.
- The student can contact the Student Accessibility Services Office at any time if they are experiencing issues implementing or receiving accommodations. Accommodations are not retroactive; therefore, you should contact the Student Accessibility Services Office in a timely manner to ensure coordination.

Request for Renewal of Accommodations

Student's Name: _____

Date of Birth: _____ Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Term: _____ Current Program: _____

Description of Disability: _____

Please supply a list of requested accommodations.

_____	_____
_____	_____
_____	_____
_____	_____

Non-Discrimination Policy: It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.