



Disability Services Handbook for Students

1. PURPOSE

This policy statement provides guidelines for the adoption and development of the Disability Services Handbook for Students at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all Academic and Workforce Development students, referenced throughout the policy as students.

3. REFERENCES

- 3.1. CLDR-1310: Policy Review Schedule
- 3.2. INDX-1310: Master Policy Index
- 3.3. HDBK-3700: Disability Services Handbook for Students

4. DEFINITIONS

- 4.1. The Disability Services Handbook for Students is a resource for information related to disability services at NPRC.
- 4.2. The Office of Disability Support Services is the department within Student Services that is responsible for the College’s disability support for students.
- 4.3. A student is any individual enrolled in any course(s) of instruction offered by Northern Pennsylvania Regional College.
- 4.4. Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.

5. POLICY

- 5.1. The Disability Services Handbook for Students, referenced as the Handbook, has been developed as a comprehensive, official point of reference on all disability-related accommodations, services, and procedures to ensure consistent, fair, and equitable treatment of students with disabilities in compliance with applicable federal, state, and institutional regulations.
- 5.2. The Handbook includes, but is not limited to,

- 5.2.1. information about disability services in higher education;
- 5.2.2. the process for requesting accommodations;
- 5.2.3. detailed instructions on the documentation required;
- 5.2.4. the process for approval and implementation of accommodations; and
- 5.2.5. the complaint and appeal process for disagreements about determinations.
- 5.3. All questions or concerns related to disability services should first refer to the guidelines provided in the Handbook.
- 5.4. Statements in the Handbook do not constitute a contractual obligation by NPRC and the Office of Disability Support Services. The College reserves the right to alter the Handbook at any time without advance notice.
- 5.5. The Handbook will be updated as necessary to reflect changes in legislation, institutional policies, and best practices.
- 5.6. Updates made to the Disability Services Handbook for Students during the current academic year will be published online through an Addendum to the Handbook.
- 5.7. The Disability Services Handbook for Students, and associated addenda, published on the College website is the primary, most up-to-date resource and is considered the official Disability Services Handbook for Students of NPRC.

6. RESPONSIBILITIES AND TIMELINES

- 6.1. NPRC employees are recommended to familiarize themselves with the Handbook to ensure proper understanding of disability services and their roles in supporting students with disabilities.
- 6.2. Students who have questions about disability services or are seeking accommodations should consult the Handbook for guidance.
- 6.3. Students and employees are encouraged to review the Handbook regularly to stay informed of any revisions.
- 6.4. The Vice President of Enrollment and Student Services, or designee, is responsible for the administration of this policy.
- 6.5. The Director of Marketing and Public Relations, or designee, is responsible for publishing the Disability Services Handbook for Students and associated addenda.

7. REVIEW STATEMENT

- 7.1. Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

3/14/25

Chairperson, Board of Trustees

Date

Signature on file

3/14/25

President

Date

Revision Notes: Policy in Origination