



Equal Opportunity and Non-Discrimination Policy for People with Disabilities

This policy does not provide rights or obligations not provided by applicable laws. Students with disabilities have the right to request and receive reasonable accommodations to ensure access to programs and facilities at Northern California Nursing Academy. To receive reasonable accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. Students should direct their requests for reasonable accommodation to the Administrator

Reasonable accommodations under this policy include, but are not limited to:

1. Academic adjustments, such as modification and flexibility in test-taking arrangements
2. Adjustments in nonacademic services and other rules; and,
3. Auxiliary aids and services

Northern California Nursing Academy will make those modifications to its academic requirements that:

- Are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and
- Do not impose an undue hardship on the School or require alteration of essential program requirements.

Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities participating in the following activities: recruitment, the application process, enrollment, registration, course work, academic counseling, and nonacademic programs and services.



ACCOMMODATIONS BY CATEGORY

A. Academic Modifications

Include, but are not limited to:

- Flexibility in timelines for completion/repeating of courses, scheduling internships, and graduation requirements;
- Adaptation of the manner in which specific courses are conducted;
- Flexibility in teaching methods and test-taking arrangements;
- Flexible procedures in the admission process, e.g., early or priority registration.

B. Auxiliary Aids and Services:

The Administrator and Faculty will provide the following aids and services:

- Large Font materials for vision impaired
- Printed PowerPoint Presentation for hearing impaired
- Email or Text Correspondence with speech impaired

C. Access:

In order to provide access to students with disabilities, the School will:

1. Provide coordination of efforts to ensure campus accessibility, including barrier-free design, signage, and identification of hazards of mobility barriers, and adequate disability parking for all facilities;
2. Facilitate physical access to programs and services;
3. Provide referrals to appropriate on-campus and off-campus resources, services and agencies; and,
4. Provide accessibility to online materials, tutoring, mentoring, peer counseling, and academic advising, if available on campus, for students with disabilities.

D. Course Substitution:

Northern California Nursing Academy recognizes that certain disabilities may preclude a student from successfully completing a specific course even with appropriate reasonable



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accommodation. The School recognizes its obligation to provide reasonable accommodation to students with disabilities without compromising the integrity of the academic program.

The School recognizes that altered methods of course delivery and/or providing core services will enable most students with disabilities to successfully complete course requirements, except in unusual circumstances. Usually, the student with a disability will attempt to successfully complete the required course with reasonable accommodation prior to requesting a substitution. If compelling documentation exists to support a substitution without the student first attempting the course, an exception may be granted by the School Administrator upon written request by the student.

A student seeking reasonable accommodation in completing a course due to a documented disability shall request assistance from the School Administrator. The student with a learning disability must present a previous assessment and documentation of the disability from an appropriate specialist, i.e., licensed neuropsychologist or psychologist. The learning disability diagnosis must be comprehensive and specify the nature and effects of the learning disability and recommend appropriate compensation strategies and reasonable accommodation suggestions.

If a student is unsuccessful in completing the course, the student may request course substitution under this policy.

Request for course substitution may be approved only if the proposed substitution is consistent with the essential graduation requirements of the Training Program.

All requests for course substitution must be submitted in writing by the student to the Principal and must contain an explanation of the relationship of the student's disability to the lack of success in completing the course, including a statement that s/he has made a good faith effort to complete the required course with appropriate accommodation.