



DRC ADMINISTRATIVE POLICY

# DRC 1: Disability Resource Center Definitions

## POLICY STATEMENT

This document provides definitions of terms that apply to all policies developed and used by the Disability Resource Center (DRC).

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## DEFINITIONS

**Accessible:** Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use.

**Accommodations:** Supports, including Auxiliary Aids and Services, provided by Nevada State College (the College) at no cost to qualified students with disabilities to ensure they have Equal Access.

**Accommodation Aids:** An individual who provides Services to ensure access to college classes and labs for a student with a disability who would not otherwise have access. The Student Assistant is arranged for and paid by the Disability Resource Center and is an employee of the DRC.

**ADA/504 Coordinator:** The individual at the College who is assigned the responsibility of assuring compliance with the Americans with Disabilities Act (ADA), Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

**Alternative Testing:** Any type of testing that is an exception to the normal testing environment for a class. Includes, but is not limited to, extended time, testing in a distraction-reduced environment, and/or use of technology, software, or other devices to make the test more Accessible for the student.

**Alternative Text or Media:** Text or media that ensures Accessibility for individuals with varying disabilities. The nature of the alternative depends on the access needs of the individual and the original form of the content. Textbooks, course packs, and other print-based material may need to be converted to an Accessible format, which could include but is not limited to accessible PDFs, audible text, large print, Braille, and tactile renderings. Electronic information may need to be converted to audible text or may need to include captioning and/or Descriptive Narration of videos.

**Assistive Technology for Note-Taking:** The use of software or technology to provide students with an effective means of accessing notes independently while still being able to engage interactively within the classroom environment.

**Auxiliary Aids:** Equipment, technology, and/or software provided by the College at no cost to qualified students with disabilities to promote the accessibility of the College's programs, classes, activities, and events.

**Communication Aids and Services:** Interpreting, Real-Time Captioning, Computer-Assisted Real-Time Transcription [CART], Note-Taking Services, and other Auxiliary Aids and Services that assist with communication, primarily for students who are Deaf or Hard of Hearing.

**Computer-Assisted Real-Time Transcription (CART):** The process of a third-party individual converting spoken English into text viewable on a computer or smart phone. The transcription is word-for-word, including noting laughter, throat-clearing by the instructor, and other audible elements. The purpose of CART is to provide access for a student who is Deaf/Hard of Hearing to the spoken word within a class setting. The CART provider may be present in the room with the student or may access the spoken lectures and discussions through a high-quality microphone while located in another location. The student is provided a copy of the CART transcription after class to use for notes.

**Descriptive Narration:** Softly spoken English within a video or film that provides descriptions of what is occurring to provide access for individuals who are blind or have low vision.

**Direct Threat:** There is a significant risk to others that cannot be eliminated or reduced to an acceptable level by reasonable modifications to the College's policies, practices, or procedures or by the provision of appropriate Accommodations, Auxiliary Aids, or Services. The determination that a person or device poses a Direct Threat to the health or safety of others may not be based on generalizations or stereotypes about the effects of a particular disability; it must be based on an individual assessment that considers the particular activity and the actual abilities and disabilities of the individual.

**Disability Resource Center (DRC):** The College's designated office where students with disabilities request Services and provide confidential Documentation of disabilities. It is the first point of contact for students and faculty who have questions or concerns regarding Accommodations or other issues related to students' disabilities.

**Documentation:** Material that provides official information or evidence or that serves as a record; the act or an instance of furnishing or authenticating with documents.

**Dual Credit Courses:** Courses in which students receive credits that apply toward both high school graduation and college requirements.

**Emotional Support Animals:** An animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional; its role is to alleviate the symptoms of an individual's disability, but not to assist an individual with a disability with activities of daily living.

**Equal Access:** Within higher education, students with disabilities are provided an equal opportunity to participate in, and benefit from the educational opportunities, activities, and events offered at or by, the College.

**Fundamental Alteration:** A change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. Auxiliary Aids, Accommodations, and Services provide a modification to the academic environment, but cannot lower requirements of a course, program, or event. Although students, employees, and campus guests with disabilities can choose courses, academic programs, or events as any other person chooses, people with disabilities are strongly encouraged to explore the learning outcomes of the courses and/or programs prior to enrolling or engaging in this pursuit.

**Individual with a Disability:** Defined by Section 504 of the Rehabilitation Act as "Any person who: Has a physical or mental impairment which substantially limits one or more major life activities; Has

a physical or mental impairment which substantially limits one or more major life activities; Has a record of such an impairment.”

**Interactive Discussion:** The process in which a student with the disability and DRC personnel have a conversation about the functional limitations that the student experiences as a result of the disability (particularly within a class environment); Accommodations, Services, and/or Auxiliary Aids previously used; and other factors that are relevant for determining the individualized reasonable Accommodations, Services, and/or Auxiliary Aids for this specific student taking specific classes. The purpose is to ensure that the student has the opportunity to share critical relevant information which could impact Accommodations, Services, and Auxiliary Aids, such as the student’s preferred Modality of Communication.

**Interpreting:** The process of a third-party individual converting spoken English into sign language (usually American Sign Language [ASL]). Additionally, the interpreter converts sign language into appropriate spoken English.

**Modality of Communication:** Primary and preferred method of the individual student who is Deaf or Hard of Hearing. Can include, but is not limited to, American Sign Language Interpreting, Real-Time Captioning, and Computer-Assisted Real-Time (CART) Transcription.

**Note-Taking Services:** The process of having a third-party individual present in class to take notes for a student with a disability who cannot take notes effectively due to the nature of the disability.

**NSHE Identification (ID) Number:** The number assigned to students and employees within the Nevada System of Higher Education.

**Online Courses:** College courses that are taught completely online.

**Other Power-Driven Mobility Device (OPDMD):** Any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that is used by individuals with mobility disabilities for the purpose of locomotion. For the purposes of this policy, motorized wheelchairs are not considered an OPDMD.

**Personal Care Attendant:** An individual who provides services of a personal nature (e.g., bathing, feeding, toileting) for another individual. The College allows these services, but is not responsible for paying for the services.

**Real-Time Captioning:** The process of a third-party individual converting spoken English into text viewable on a computer or smart phone. The words are concept-for-concept, rather than word-for-word. The purpose of Real-Time Captioning is to provide access for a student who is Deaf/Hard of Hearing to the spoken word within a class setting. The third-party captionist may be present in the room with the student or may access the spoken lectures and discussions through a high-quality microphone while located in another location. The student is provided a transcript of the Real-Time Captioning after class to use for notes.

**Service Animal:** A dog (or a miniature horse, provided it meets the same work and safety requirements as a dog) trained to assist people with disabilities in the activities of daily living. As defined by the ADA Amendments Act (ADAAA), only dogs and miniature horses qualify as Service Animals; “other species of animals, whether wild or domestic, trained or untrained, are not service animals...”

**Services:** Services provided by the College at no cost to qualified students with disabilities to ensure they have Equal Access.

**Timely Request:** The amount of advance notice that a student with a disability must provide in order to schedule DRC appointments, Accommodations, Services, and/or Auxiliary Aids. The length of advance notice varies depending on what the student is requesting and the amount of time required by DRC to procure, convert, or provide the requested appointment, Accommodations, Services, and/or Auxiliary Aids.

**Undue Burden:** Significant difficulty or expense. In determining whether an action would result in an Undue Burden, factors to be considered include: (1) the nature and cost of the action; (2) the overall financial resources of the site or related sites involved in the action; (3) the number of persons employed at the site; (4) the effect on expenses and resources; (5) legitimate safety requirements that are necessary for safe operation, including crime prevention measures; and/or (6) the impact otherwise of the action upon the operation of the site.

**Universal Design:** Composition of an environment, whether physical or digital, such that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

**Working Day:** Monday through Friday when the College is open.

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## PROCEDURES

The definitions provided above apply whenever these capitalized terms appear in any DRC policy.

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## CONTACTS

OFFICE/UNIT	PHONE	EMAIL
Disability Resource Center	702-992-2180	<a href="mailto:drc@nsc.edu">drc@nsc.edu</a>

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## RELATED INFORMATION

- Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- U.S. Office of Civil Rights <https://www.hhs.gov/ocr/index.html>
- Section 504 of the Rehabilitation Act of 1973

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## HISTORY

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## APPROVAL SIGNATURE PAGE

*Sharneé Walker*

01/15/2020

DRC Director

Date