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N. ABSENCE\$ORPREGNANCYORCHILDBIRTH

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Practices non discrimination in its academic and non academic components
Seeks to ensure that a student's level of achievement will be measured in ways that assess learning and minimize the interference of disability related factors.

Section II: Definitions of Students with Disabilities and Academic Accommodations

To qualify as a student with a disability, the student must meet the following eligibility criteria outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) 1990.

Have a physical or mental impairment that substantially limits one or more major life functions

Or Have a record of such impairment

Or Are regarded as having such impairment

And Are deemed to be otherwise qualified despite the disability

Accommodations are academic adjustments that do not compromise the academic standards of the student's course or program **and** are reasonable *in light of the public nature* of the community college setting.

Accommodations allow students with disabilities to receive

Opportunities to participate in and meet the stated essential requirements of courses and programs for which they are otherwise qualified

Evaluations that measure their levels of achievement of essential requirements and that are not negatively impacted by disability related factors.

Section III: Procedure for Establishing Eligibility for Accommodations

Students seeking support services and/or accommodations on the basis of a disability are required to verify eligibility in accordance with

Section 504 of the Rehabilitation Act of 1973: and the Americans with Disabilities Act (ADA) 1990.

Student's Responsibilities

FIRST, a student must self identify by following the published procedure to request services. In order to meet the student's educational and academic needs, Disability Services asks the student to complete and return the requested documents at least 4 to 6 weeks before the start of the semester that the student expects to receive services.

SECOND, when Disability Services receives the request for services with the appropriate documentation, Disability Services will contact the student for an Intake Interview. The student will collaborate with the Disability Counselor to determine reasonable accommodations, adjustments, auxiliary aids, and services which will then be reviewed by the Disability Team.

Documentation Requirements for Students with Specific Learning Disabilities:

Testing must be comprehensive, especially regarding specific learning disabilities. It is not acceptable to administer only one test for the purpose of diagnosis.

Minimally, testing must include (but is not limited

c) **Information Processing:** Specific areas of information processing (short/long term memory, auditory and visual perception/processing speed, sequential memory) must be assessed. Subtests from the "WAIS" and/or "Woodcock-Johnson Tests of Cognitive Ability" are acceptable.

*The lists above do not exclude the results from other assessment instruments or restrict submission of other helpful material in areas of vocational interests and aptitudes. Testing must be current.

- In most cases, testing must have been administered within the last three years. Since the assessment will provide the basis for determining academic accommodations within a competitive college environment, it is in the student's best

in instruction and testing that might be required for a student consistent with policies developed by the NSCC Academic Accommodations Policy Board (AAPB) and approved by the President.

The student provides instructors with his or her Faculty Notice of Academic Accommodations at the beginning of each semester or soon after

After consultation with the Vice President of Academic Affairs, the section 504 Coordinator will respond in writing to the instructor's appeal within five days of receiving it. This decision of the Section 504 Coordinator can be appealed to the AAPB

STUDENTS' GRIEVANCE PROCEDURE

Massachusetts Community Colleges

POLICYGOAL:CONFLICTRESOLUTION

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STUDENT GRIEVANCE COMMITTEE HEARING &
DECISION GUIDELINES

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NETIQUETTE GUIDELINES AT NSCC

Through the Internet, NSCC students are now able to communicate with people all over the world. While interacting with the Internet community, we ask you to keep in mind a few of the most important rules of Netiquette.

Rights and Responsibilities of Computer Users

1. To Protect Your E-Mail Account From Access By Unauthorized Users

Always log out when finishing an email session. Never "lend" your password to anyone. Change your password periodically. Memorize your password; never write it down where others might see it. If you suspect someone has broken into your account, change your password immediately, and report the incident to Information Systems.

2. Plagiarism

Users may not access or copy any program or data from other users unless authorized to do so.

3. Harassment

Students have the right not to be harassed in any way by others. Sending electronic mail that may be considered obscene or offensive by the recipient is a form of harassment. Other actions which may constitute harassment include: repeatedly sending mail to someone who has clearly stated that they do not want messages from you. Internet users should abide by the conventions of "netiquette." Access to the Internet is a privilege that can be revoked from those who abuse the privilege.

4. E-Mail Ethics and Netiquette

"Netiquette" is a popular term referring to the appropriate and courteous behavior expected of all users of the Internet. Before participating in bulletin boards and list servers, familiarize yourself with the major rules of netiquette. There are many rules and conventions, but the most important to understand before you begin to interact with the rest of the world are the rules concerning harassment and obscenity. Inappropriate behavior on the Internet, including the sending of offensive or obscene electronic mail, may result in the offended parties from another site contacting the NSCC postmaster (a NSCC employee who manages the Internet mail system), who will then investigate the incident(s).

5. Confidentiality

Be prudent: E-mail travels through the network unencrypted, therefore, it is not suited for sending confidential information.

6. Flaming

Avoid "flaming": any message you send should be considered permanent and can be transmitted anywhere. Before sending off an angry response to some message, take a break.

7. Forwarding Copyrighted Material

E-mail received from others is considered copyrighted and should not be re-mailed or posted elsewhere without the author's permission. As for magazine articles and books, it is acceptable to quote up to 200 words from the text when writing a review of the piece, but sending more than that without permission is impolite and illegal. Give credit where it's due: if you use someone else's idea, say so.