

Student Processes

This section outlines the procedures for requesting and receiving accommodation(s) during the admission process and after admission to Navarro College. It includes steps for submitting documentation, scheduling appointments, and requesting academic accommodation(s) through the Office of Accessibility and Accommodations.

Admission and Assessment of Prospective Students

Individuals who need accommodation for any part of the College admission and assessment process should contact the Office of Accessibility and Accommodations directly. The Office of Accessibility and Accommodations will determine appropriate accommodation(s).

Individuals requesting accommodation(s) should follow the guidelines below:

- Individuals should complete an application for accommodation(s) found on the [Accessibility and Accommodations](#) web page.
- Individuals with disabilities are expected to meet established admissions requirements, including placement assessments.
- After completing the College admission application and prior to completing the Texas Success Initiative (TSI) assessment, students needing accommodation(s) for the assessment should provide appropriate documentation to the Office of Accessibility and Accommodations.
- The Office of Accessibility and Accommodations will determine appropriate accommodation(s) and advise testing personnel.
- Navarro College has established guidelines for assessment and all policies regarding the College's assessment process. All assessment policies apply to all students, regardless of disability status.

Accommodation Request for Admitted Students

Individuals who have been admitted to Navarro College and have received a student identification number may begin the process of requesting academic accommodation(s).

Students seeking accommodation(s) should contact the Office of Accessibility and Accommodations. Newly admitted students should visit the [Information for New Students](#) page and returning students should visit the [Information for Returning Students](#) web page.

Students requesting accommodation(s) should follow the general guidelines described below:

1. Submit Application

- Students must complete the online [Application/Request for Services](#), available on the [Information for New Students](#) page, [Information for Returning Students](#) and the Accessibility and Accommodations web page.

2. Submit Documentation

- Students must submit appropriate documentation by [email to the Office of Accessibility and Accommodations](#).
- The Office of Accessibility and Accommodations has the right to verify all submitted documentation.

3. Intake Discussion

- During the intake appointment, students are encouraged to share information about their disability and what accommodation(s) they believe may be appropriate.
- Office of Accessibility and Accommodations staff may provide additional suggestions to assist the students in identifying specific needs.

4. Accommodation Determination Timeline

- Accommodation decisions are based on:
 - Student request
 - Professional documentation
 - Evaluation of information and understanding of reasonable academic accommodation(s)
- Students should be informed that processing requests may take two to three weeks.

5. Notification of Decision

- Once documentation has been reviewed, students will be notified regarding the status of the request for accommodation through email.
- Navarro College email is the official medium for student communication, and the Office of Accessibility and Accommodations will communicate with the student via Navarro College email.
- The email will include the accommodation letter and instructions for submitting the letter to instructors.

6. Appeals

- Students are eligible to appeal the accommodation review decision.
- Students should contact the Office of Accessibility and Accommodations to submit an appeal of the decision.