



Accommodation of Individuals with Disabilities Procedure

Procedure Number: 103P

Responsible Office: Vice President, Student Affairs and Associate Vice President, Human Resources

Forms: [Apply for Accommodation](#) and [Accessibility Barrier](#)

Effective Date: 06/13/2020

Date Last Reviewed: 03/29/2024

1. Purpose

Northern Virginia Community College is committed to providing equal access to employment and educational opportunities for persons with disabilities. NOVA recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services and activities, and to have equal employment opportunities. NOVA shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities.

2. Definitions

Disability:

- a. Any physical or mental impairment that substantially limits one or more major life activities; or
- b. Having a record of such an impairment; or
- c. Being regarded as having such an impairment.

Major Life Activities: functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and experiencing leisure.

Reasonable Accommodation:

- a. Any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.
- b. Academic adjustments including auxiliary aids and services, as well as modifications to policies and procedures as necessary to ensure equal educational opportunity.

Substantially Limits: when one is unable to perform a major life activity that the average person can perform; or when one is significantly restricted in the manner or duration under which one can perform a particular major life activity as compared to the average person.



3. Procedure

Requesting Accommodations

- a. Employees requesting reasonable accommodations for disability should follow procedures in the Accommodation of Employees with Disabilities Policy.
- b. Job applicants who need reasonable accommodation to participate in any step of the employment application or interview process should contact employment@nvcc.edu.
- c. Students requesting reasonable accommodations for disability should follow procedures on the Disability Support Services webpage.
- d. Visitors who need reasonable accommodation to visit an office or to attend an event should contact the office or event sponsor to request accommodations.

Discrimination Complaints

- a. Any student, employee, applicant or visitor who feels that he or she has been the victim of discrimination or harassment on the basis of disability may file a complaint about such discrimination or harassment.
 - i. Students should use the Student Grievance procedures.
 - ii. All others should contact the Equal Opportunity Officer at eo@nvcc.edu.

Report a Barrier

- a. Report a barrier to physical, electronic, or programmatic access by completing the [Accessibility Barrier](#) form or contact awg@nvcc.edu.