



REASONABLE ACCOMODATION PLAN APPLICATION

PART 1: GENERAL INFORMATION

Last Name

First Name

Middle Initial

Date of Birth

NCC Student ID#

Mailing Address

City, State, ZIP

Phone Number

May we leave a message on your voicemail? _____

Student Email Address

Personal Email Address*

* Once you have a NCC student email all correspondence is sent to your college email address.

What program are you in/applying for?

OR I am ___ Early College Student
___ Running Start Student

Check all that apply: ___ Current NCC Student
___ Took ACCUPLACER

___ Applied to NCC ___ Submitted SAT Scores
___ Registered for classes

PART 2: DIAGNOSES

1. List your diagnoses/disability: _____

2. List assistive technology you use (ex. Wheelchair, FM System, etc.) AND/OR any outside agency you work with (Voc Rehab, etc.): _____

PART 3: GUARDIAN INFO

1. I am at least 18 years of age and am my own guardian _____
2. If no, please provide your guardian's name: _____

If NO, please provide guardian documentation with this application if 18 years of age or older.

PART 4: MY LEARNING PROFILE

Read each item, decide if you consider it a STRENGTH, JUST OK (AVERAGE) or a CHALLENGE

Task	Rating	Comments
Attention/Concentration		
Taking notes		
Starting, organizing, and completing tasks		
Interacting with others		
Understanding social cues		
Oral Expression/talking		
Following directions		
Self-advocacy (speaking up for what I need)		
Seeing		
Understanding information that I hear		
Understanding information that I see		
Memorizing information		
Hearing		
Putting thoughts into writing		
Using my hands/ Fine motor coordination		
Processing speed		
Sitting for long periods		
Moving around (standing/walking)		
Tolerating stress		
Being motivated		
Being Responsible		
Finishing tests on time		
Spelling		
Word recognition/decoding		
Understanding what I read		
Reading at a normal rate/speed		
Doing math calculations		
Doing math word problems		
Managing time		
Studying		
Giving presentations to the class		
Spatial visualization		
Other (Please list):		

I learn best in a (check all that apply): Visual Auditory Hands-on classroom.

Additional questions/comments/concerns: _____

NON-DISCRIMINATION POLICY

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

<p>Kyle Metcalf, Chairperson NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 NCCHREC@ccsnh.edu (603) 897-9988 Equity Grievance Policy</p>	<p>Lizbeth Gonzalez Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 lgonzalez@ccsnh.edu (603) 578-8928 Title IX Grievance Policy</p>
<p>Catherine Barry NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 cbarry@ccsnh.edu (603) 578-8900 ext. 1766</p>	<p>Jodi Quinn Section 504/ADA Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 jquinn@ccsnh.edu (603) 578-8996</p>

Inquiries may also be directed to:

<p>Sara A. Sawyer CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 ssawyer@ccsnh.edu (603) 230-3503</p>	<p>NH Commission for Human Rights 2 Industrial Park Drive Bldg. One Concord, NH 03301 humanrights@nh.gov (603) 271-2767 TDD 1-800-735-2964</p>
<p>Equal Employment Opportunity Commission Boston Area Office JFK Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203-0506 info@eeoc.gov 1-800-669-4000 TTY 1-800-669-6820 ASL Video (844) 234-5122 FAX (617) 565-3196</p>	<p>Office for Civil Rights, Boston Office US Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 OCR.Boston@ed.gov (617) 289-0111 TTY 1-800-877-8339 FAX (617) 289-0150</p>

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