Accommodations Checklist for Students

At NECO, we are committed to helping you have the support and resources to do your best work. If you have a disability that you are seeking accommodations for, there are a few steps you need to complete before your request is reviewed.

When to Request Accommodations
As soon as possible! The earlier we can start discussing your needs, the better. Accommodations should be requested at least 30 days in advance.

How to Request Accommodations

- Contact Kirsten Kirby, Associate Director of Student Advising, to let her know you are seeking accommodations.
- Send your diagnosing professional the Documentation for Providers form to have them send your documentation directly to Kirsten Kirby.

Accommodations requests cannot be evaluated until the documentation from your healthcare provider is received.

Accommodations Review and Implementation Process

- Kirsten Kirby will review the documentation and follow up with you about if/what accommodations have been approved.
- She will notify the appropriate instructor(s) of record in writing.
- You will then speak with faculty members about implementing the accommodations.
- If you are granted extra time for tests and quizzes and/or the ability to take exams in a different space, logistics will be coordinated by Kirsten Kirby.

If you become disabled or are diagnosed with learning difficulties while at the College should contact Kirsten Kirby, Associate Director of Student Advising. You will then follow the process above. All students, regardless of the timing or identification of the disability, are required to present complete documentation of the disability if accommodations are requested.

The College works diligently to accommodate students with disabilities. Requests for accommodations are evaluated on an individual basis. Though the College will endeavor to work with you with regards to reasonable accommodations sought, the reasonable accommodation may differ from what you have received from a previous institution and may not necessarily be exactly what you request. This is due to the knowledge and skills needed to successfully practice optometry. The Technical Standards document outlines these requirements. Reasonable accommodations will consider your needs and College standards while fully complying with applicable laws.

Your medical records and requests for accommodations will be kept confidential except where disclosure is necessary to provide the reasonable accommodation.

Primary Contact
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