



NORTHWEST[®]
MISSISSIPPI COMMUNITY COLLEGE

Office of Student Counseling, Disability, & Testing Services

Disability Services Guidebook

Northwest Mississippi Community College

Tate Hall

4975 Highway 51 North

Senatobia, MS 38668

(662) 562-3320

www.northwestms.edu

The content, structure, and language of this Disability Services Guidebook were developed with reference to publicly available materials and best practices from the following institutions: Hinds Community College, Holmes Community College, Meridian Community College, Mississippi State University, Pearl River Community College, University of Mississippi, and University of Southern Mississippi.

These institutions' disability service guides, intake packets, and accommodation procedures informed the development of NWCC's updated materials, ensuring alignment with regional standards and support for equitable student access.

Revised June 2025

Welcome

Welcome to the Office of Student Counseling, Disability, & Testing Services (SCDTS) at Northwest Mississippi Community College! Our mission is to ensure that every student has equal access to a college education by removing barriers and promoting full inclusion in all aspects of campus life.

Whether you're beginning your college journey or continuing your academic path, our office is here to support you. We are committed to providing reasonable accommodations, individualized support, and advocacy that empower students with disabilities to achieve their educational goals.

We encourage all students who may need accommodations to contact our office early so we can work together to build a plan that supports their success. We look forward to being part of your journey.

Mission Statement

The mission of the Office of Student Counseling, Disability, & Testing Services (SCDTS) at Northwest Mississippi Community College is to provide access, advocacy, and support for students with disabilities, while aligning with the college's commitment to excellence, equity, and student success.

We strive to:

- Ensure compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
- Foster a campus environment of dignity, independence, and inclusion for all students.
- Partner with students, faculty, and staff to implement reasonable accommodations that promote academic achievement and personal growth.

Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973, Disability Services Coordinator, Tate Hall, PO Box 7046, 4975 Highway 51 North, Senatobia, MS 38668, Phone: 662-562-3309, Email: mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President of Finance, James P. McCormick Administration Building, PO Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, Phone: 662-562-3216, Email: jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President of Student Services and Enrollment Management, Tate Hall, PO Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, Phone: 662-562-3997, Email: trush@northwestms.edu.

Contact Information

If you are a student seeking disability-related accommodations, please contact the appropriate coordinator based on your campus location. We recommend reaching out as early as possible to begin the intake and accommodation processes.

Main Campus – Senatobia

Missy Kelsay

Disability Services Coordinator

Tate Hall, Northwest MS Community College

662-562-3309

mkelsay@northwestms.edu

DeSoto Center, Olive Branch, and Ashland Locations

Terri Reeves

Disability Services Coordinator

Office 307, DeSoto Center

662-280-6193

treeves@northwestms.edu

Oxford, Batesville, and Water Valley Locations

Betsy Grubbs

Disability Services Coordinator

Office 194, Oxford Campus

662-238-7951

bgrubbs@northwestms.edu

You can also visit our website for resources and downloadable forms:

www.northwestms.edu/disability-services

Eligibility and Documentation

Who Is Eligible for Accommodations?

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Northwest Mississippi Community College provides reasonable accommodations to students with documented disabilities. A student is eligible for accommodations if they:

- Have a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, seeing, hearing, learning, concentrating, communicating);
- Have a documented history of such an impairment; and,
- Are regarded as having such an impairment.

Disabilities may include, but are not limited to:

- Learning disabilities (e.g., dyslexia, dysgraphia)
- Psychological disabilities (e.g., anxiety, depression, PTSD)
- Chronic health conditions (e.g., epilepsy, diabetes, Crohn's disease)
- Attention Deficit/Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorder (ASD)
- Physical impairments or mobility limitations
- Vision and hearing impairments
- Temporary medical conditions (on a case-by-case basis)

Required Documentation

To determine eligibility and ensure appropriate accommodations, students must submit documentation from a qualified provider. The documentation should:

- Be current (within the last 3 years);
- Be written on official letterhead and signed by a licensed professional;
- Include a clear diagnosis and date of diagnosis;
- Describe how the disability affects major life activities; and,
- Recommend specific accommodations with their justification.

Examples of acceptable documentation include:

- High school IEP or 504 Plan (for initial guidance; may require updated documentation)
- Psychoeducational evaluation by a licensed psychologist
- Medical documentation from a physician or specialist

- Audiological or vision reports
- Mental health evaluations or letters from licensed counselors/therapists

Submitting Documentation

You may submit your documentation in the following ways:

- Email directly to your campus Disability Services Coordinator (see Contact Information section)
- In-person during your intake appointment
- Fax to 662-562-3315 (Senatobia office)

If you need help obtaining documentation or are unsure whether your paperwork meets our criteria, please contact our office—we're here to help!

Student Rights and Responsibilities

At Northwest Mississippi Community College, students with disabilities are valued members of our learning community. To ensure equal access to programs and services, the following rights and responsibilities apply to students registered with the Disability Services Office (DSO).

Student Rights

As a student registered with the Disability Services Office, you have the right to:

- Equal access to courses, programs, activities, and services at NWCC.
- Reasonable accommodations that support your access without fundamentally altering essential requirements.
- Confidentiality regarding your disability status and accommodation records, in accordance with FERPA.
- Voluntarily self-identify—you are not required to disclose a disability unless you seek accommodations.
- Timely implementation of approved accommodations once faculty are notified.
- Access to advocacy and support from the DSO staff regarding academic barriers or concerns.
- Appeal or grievance processes if you believe your rights have been violated or accommodations were denied.

Student Responsibilities

As a student receiving accommodations, you are expected to:

- Self-identify with the Disability Services Office and submit all required documentation.

- Request accommodations each semester by contacting your Disability Services Coordinator—accommodations do not automatically renew.
- Submit all forms and documentation in a timely manner to allow for appropriate review and processing.
- Communicate promptly with your Disability Services Coordinator if there are any changes to your schedule or accommodation needs.
- Notify faculty if you would like to discuss how your accommodations will be implemented in their courses.
- Use accommodations ethically and only as approved (e.g., lecture notes, testing support, assistive technology).
- Follow classroom and campus conduct policies—accommodations do not exempt students from NWCC rules or academic standards.
- Report any difficulties with accommodations to your Disability Services Coordinator as soon as possible.

Having accommodations is a partnership between you, the DSO, and your instructors. Open communication and accountability are key to your success.

How to Request Accommodations: Step-by-Step Guide

To ensure timely and appropriate support, students should begin the accommodation request process as early as possible—ideally before the start of the semester. Accommodations are not retroactive.

1: Contact the Disability Services Office

Reach out to the Disability Services Coordinator for your campus by phone, email, or in person. (See the Contact Information section.) *Making an appointment is recommended.*

2: Complete the Required Forms

You will be asked to complete the following:

- Declaration of Disability Form
- Request for Reasonable Accommodations Form
- FERPA Release (optional if you want others to have access to your records)

These forms are available:

- Online: [Disability Services Resources](#)
- In person at your campus DSO office

3: Submit Documentation

Provide current documentation of your disability from a licensed medical or mental health professional. See the “Eligibility and Documentation” section for detailed requirements.

4: Participate in an Intake Meeting

Schedule and attend a meeting with your Disability Services Coordinator to review your forms, documentation, and discuss your needs. Together, you'll create a plan for accommodation.

5: Disability Committee Review

Requests will be reviewed by the Disability Committee to ensure appropriate accommodations are approved.

Step 6: Instructor Notification

Once accommodations are approved a letter/email will be sent to you and your instructors outlining your accommodations.

Step 7: Semester Renewal

Students must complete and submit the Student Request for Reasonable Accommodations at the beginning of each semester they wish to use accommodations. This ensures instructors receive timely notification.

- You do not need to repeat the full approval process each semester. As long as your documentation remains valid and your diagnosis has not changed, you are not required to resubmit supporting records. However, if your condition changes or you are requesting new accommodations, updated documentation and review may be required.

Step 8: Maintain Communication

If your needs change, if problems arise, or if you need additional support, contact the DSO office right away. We're here to help you succeed.

Explanation of Possible Accommodations

The purpose of accommodations is to provide equal access—not to guarantee success or alter essential course requirements. Accommodations are determined on an individual basis, based on documented needs and functional limitations. All accommodations must be requested through the Disability Services Office and approved in advance. Not all accommodations apply to online formats. Below is a list of commonly approved accommodations and what they mean.

Academic Accommodations

- **Extended Time on Tests**
Additional time (typically 1.5x or 2x) on quizzes and exams, as supported by documentation.
- **Testing in a Reduced-Distraction Environment**
Students can take tests in a separate, quieter location such as the testing center.
- **Lecture Notes**
Students are provided access to lecture notes or presentation materials created by the instructor or the course publisher.

- **Use of a Calculator**
Permitted for students with documented math-related learning disabilities or processing disorders.
- **Preferential Seating**
Students may choose a seat that best supports their focus, access needs, or health condition (e.g., front row, near door).
- **Audio Recording of Lectures**
Students are permitted to record lectures for personal academic use. Instructors are notified and the student signs an agreement form.
- **Alternate Format of Materials**
Includes large print, accessible PDFs, or electronic versions for screen readers.
- **Alternative Assignments for Oral Presentations**
Students with speech or anxiety-related disabilities are offered alternate methods of demonstrating knowledge.

Environmental or Health-Related Accommodations

- **Food/Environmental Allergy Accommodations**
Requires documentation and may involve classroom modifications or medical alert plans.
- **Adequate Warning Devices in Dorms**
Flashing alarms or vibrating devices for students with vision or hearing impairments (Senatobia campus).
- **Special Dorm Provisions**
Housing modifications due to medical, physical, or psychological needs (Senatobia campus).
- **Handicapped Parking Permits**
Students who have a valid state-issued handicapped parking placard or license plate are permitted to park in designated handicapped parking spaces on any NWCC campus.

Communication Accommodations

- **Sign Language Interpreters**
Provided for students who are hearing impaired. Requests must be submitted well in advance—minimum 6 weeks recommended.
- **Captioned Videos and Transcripts**
Required for all video-based instruction. Instructors may need to provide captions or accessible alternatives.

Technology-Related Accommodations

- **Use of Assistive Technology**
May include text-to-speech, speech-to-text, screen readers, or magnification software.

- **Use of Personal Devices in Class**

Students may use laptops, tablets, or smart pens as an approved accommodation.

Attendance and Flexibility Accommodations

- **Modified Attendance Policy**

For students with episodic conditions (e.g., chronic illness, mental health, mobility limitations), flexibility with attendance and deadlines may be necessary. The flexible attendance option is not a blanket permission for unrestricted absences. It is intended for genuine instances where the student's health condition temporarily prevents their full participation. These are handled on a case-by-case basis. Instructors are not required to modify attendance policies when doing so would fundamentally alter the nature of the course (e.g., labs, clinicals, performance-based classes).

- **Breaks During Class or Exams**

Some students may need scheduled or unscheduled breaks due to medical needs.

Other (Case-by-Case Accommodations)

If your need is not listed above, it does not mean support is unavailable. Additional accommodations can be discussed and reviewed with the Disability Services Coordinator.

Examples of Accommodations by Disability Type

The types of accommodations provided at NWCC are based on individual documentation and functional limitations. Below are common examples organized by disability category. This list is not exhaustive—each student's needs is evaluated on a case-by-case basis.

Learning Disabilities (e.g., Dyslexia, Dyscalculia, Dysgraphia)

- Extended time on tests and quizzes
- Lecture notes provided by instructor or publisher
- Audio versions of textbooks or course materials
- Use of spell-check, grammar tools, and word prediction software
- Screen readers or text-to-speech tools
- Simplified and structured instructions
- Alternate format assignments (e.g., typed instead of handwritten)

Attention-Deficit/Hyperactivity Disorder (ADHD)

- Extended time on tests
- Reduced-distraction testing environment
- Lecture notes provided by instructor or publisher
- Use of organizational aids or apps

- Scheduled breaks during exams
- Priority seating

Psychological Disabilities (e.g., Anxiety, Depression, PTSD)

- Extended time and breaks during exams
- Reduced-distraction testing space
- Alternate format for presentations
- Permission to use grounding or coping tools in class

Chronic Health Conditions (e.g., Diabetes, Crohn's, Lupus)

- Flexible attendance for flare-ups or treatment
- Extended time for tests
- Breaks during class or exams
- Access to food/water/medications as needed
- Priority registration to manage class timing

Mobility Impairments / Orthopedic Conditions

- Accessible classroom locations
- Use of mobility aids in class
- Extended time for in-class work or exams
- Priority seating or seating near exits
- Digital submission of assignments

Vision Impairments (Including Blindness)

- Screen reader access
- Enlarged text or magnified materials
- Alternative text for images or visual content
- Audio versions of readings
- Orientation to classroom or campus
- Use of assistive tech (ZoomText, Braille device)

Hearing Impairments (Including Deafness)

- Sign language interpreter services
- Real-time captioning during lectures or video conferences
- Captioned videos and transcripts
- Written instructions or assignment guidelines
- Use of visual aids or outlines

Autism Spectrum Disorder

- Clear, written instructions and expectations
- Priority seating or preferential classroom placement
- Advance access to class materials or visual schedules
- Extended time and reduced-distraction testing environment
- Option for alternate format of group work or presentations

Speech Impairments

- Alternative assignments in place of oral presentations
- Use of text-based participation tools (chat, discussion boards)
- Extra time to complete oral responses
- One-on-one presentation opportunities

Temporary Disabilities

Accommodations may be approved for injuries or short-term conditions such as surgery recovery, concussions, etc.

- Extended test/assignment time
- Use of assistive technology
- Temporary access to parking or mobility aids
- Alternative methods for note access



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Declaration of Disability Form

Disability Services | Counseling, Disability & Testing Services

Name: _____ NWCC Student ID: _____

Date of Birth: _____ Phone #: _____

Mailing Address: _____

Email Address: _____

PRIMARY ELIGIBILITY CATEGORY

Please select all that apply and provide specific diagnoses as appropriate:

- | | |
|--|---|
| <input type="checkbox"/> Attention-Deficit/Hyperactivity Disorder (ADHD) | <input type="checkbox"/> Psychological Condition (Specify): _____ |
| <input type="checkbox"/> Blindness/Visual Impairment | <input type="checkbox"/> Speech/Language Disorder |
| <input type="checkbox"/> Deafness/Hearing Impairment | <input type="checkbox"/> Traumatic Brain Injury |
| <input type="checkbox"/> Learning Disability (Specify): _____ | <input type="checkbox"/> Chronic Medical Condition (Specify): _____ |
| <input type="checkbox"/> Orthopedic/Mobility Impairment | <input type="checkbox"/> Other (Specify): _____ |

SUPPORTING DOCUMENTATION

Have you attached or submitted medical or psychological documentation?

- | | |
|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> IEP/504 Plan provided by High School |
| <input type="checkbox"/> Not Yet – I will provide it by: _____ | <input type="checkbox"/> Letter from Medical or Mental Health Professional |

The information provided on this form is confidential and will be used solely for the purpose of determining eligibility for disability services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

STUDENT CERTIFICATION

I certify that the above information is accurate and complete to the best of my knowledge. I understand that in order to receive academic accommodations, I must provide appropriate documentation and meet with a Disability Services Coordinator.

Signature: _____

Date: _____

Affirmative Action

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Request for Reasonable Accommodations

Disability Services | Counseling, Disability & Testing Services

Name: _____ NWCC Student ID: _____

Major: _____ Campus Location: _____

Select the accommodations you are requesting (check all that apply):

Testing Accommodations

- ☐ Extended time on tests
- ☐ Breaks during tests
- ☐ Reduced-distraction testing environment
- ☐ Use of calculator – specify math-related need: _____

- ☐ Reader or scribe for exams
- ☐ Alternative format for exams (e.g., large print, digital)

Communication & Technology Access

- ☐ Sign language interpreter (6 weeks' notice)
- ☐ Real-time captioning services
- ☐ Enlarged print or accessible digital course materials
- ☐ Alternative text for images, accessible formats (PDF/Word/Canvas)

Other Accommodations

- ☐ Use of mobility aids in classroom or lab
- ☐ Adaptive equipment – specify: _____

☐ Other: _____

Lecture/Classroom Access

- ☐ Preferential seating (e.g., near door, front row, away from distractions)
- ☐ Lecture notes provided (instructor- or publisher-created)
- ☐ Audio recording of lectures (requires signed agreement form)
- ☐ Captioned videos and transcripts for multimedia content
- ☐ Use of assistive technology (e.g., screen reader, text-to-speech)
- ☐ Alternate assignments in place of oral presentations
- ☐ Flexibility with attendance due to disability-related episodes (requires coordination)

Housing & Environment

- ☐ Special dorm provision – specify need: _____
- ☐ Food/environmental allergy accommodation (requires documentation)
- ☐ Adequate visual/auditory warning devices in dorms
- ☐ Handicapped parking (with valid placard/documentation)

Acknowledgement

I understand that some accommodations may not apply to online courses.

I acknowledge that I am responsible for notifying the Disability Services Coordinator of any changes to my schedule or needs.

I understand I may need to update documentation if my condition changes.

Signature: _____ Date: _____

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Student Request for Faculty Disability Notification

Disability Services | Counseling, Disability & Testing Services

Name: _____ NWCC Student ID: _____

Semester: ☐ Fall _____ ☐ Spring _____ Campus Location: _____

Notification of Instructors:

Your approved accommodations will be emailed directly to your instructors by the Disability Services Coordinator.

Confidentiality & Communication Permissions:

☐ Yes ☐ No — I give permission for the Disability Services Coordinator to share relevant disability information with instructors for the purpose of implementing accommodations.

☐ Yes ☐ No — I give permission to discuss my academic progress with my parent(s)/guardian(s) without prior contact with me.

By signing this form, I understand and agree that:

A copy of this request will become part of my confidential file.

I must notify the ADA Campus Coordinator of any schedule changes.

Some accommodations may not apply to online courses.

I am responsible for contacting my instructors if clarification about how accommodations will be implemented is needed.

Signature: _____ Date: _____

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Campus Coordinator Use Only

Date Received: _____

Documentation Received: ☐ Yes ☐ No

Initial Review Completed By: _____



Disability Verification Form

Disability Services | Counseling, Disability & Testing Services

This form is **optional** and may be used by students who wish to apply for accommodations and do not have access to prior documentation dated within the past three (3) years.

You may use **one of the following options** to verify your disability:

1. **Submit existing documentation** from a licensed medical or mental health provider, such as:
 - a. A psychological or psychoeducational evaluation
 - b. An IEP or 504 Plan (within the past 3 years)
 - c. A formal diagnosis letter that includes functional limitations and recommended accommodations
2. **OR** you may ask your current licensed provider to **complete and sign this Disability Verification Form** in place of submitting other documentation.

Student Information (Completed by Student):

Name: _____ NWCC Student ID: _____
Date of Birth: _____ Phone #: _____
Email Address: _____

Provider Information (Completed by Medical or Mental Health Professional):

Provider Name, Title, & Credentials: _____
Phone: _____ Email: _____
Practice/Facility Name: _____
Address: _____ City: _____ State: _____ Zip: _____

Disability Verification

Diagnosis(es):

Primary: _____

Secondary (if applicable): _____

ICD/DSM Code(s): _____

Expected Duration of Condition:

- ☐ Temporary (until _____)
- ☐ Ongoing/Chronic
- ☐ Permanent

Date of Initial Diagnosis: _____

Date of Last Visit with Student: _____

Major Life Activities Affected (check all that apply):

- ☐ Walking ☐ Standing ☐ Hearing ☐ Seeing
- ☐ Speaking ☐ Concentrating ☐ Learning
- ☐ Reading ☐ Writing ☐ Lifting
- ☐ Interpersonal Skills ☐ Sleeping
- ☐ Other: _____

Functional Limitations & Severity: Please describe how the condition substantially limits academic performance or participation.

Recommended Academic Accommodations: (Check all that apply and provide any additional details.)

Testing Accommodations

- ☐ Extended time on tests
- ☐ Breaks during tests
- ☐ Reduced-distraction testing environment
- ☐ Use of calculator – specify math-related need:

-
- ☐ Reader or scribe for exams
 - ☐ Alternative format for exams (e.g., large print, digital)

Communication & Technology Access

- ☐ Sign language interpreter (6 weeks' notice)
- ☐ Real-time captioning services
- ☐ Enlarged print or accessible digital course materials
- ☐ Alternative text for images, accessible formats
(PDF/Word/Canvas)

Other Accommodations

- ☐ Use of mobility aids in classroom or lab
 - ☐ Adaptive equipment – specify: _____
 - ☐ Other: _____
-

Lecture/Classroom Access

- ☐ Preferential seating (e.g., near door, front row, away from distractions)
- ☐ Lecture notes provided (instructor- or publisher-created)
- ☐ Audio recording of lectures (requires signed agreement form)
- ☐ Captioned videos and transcripts for multimedia content
- ☐ Use of assistive technology (e.g., screen reader, text-to-speech)
- ☐ Alternate assignments in place of oral presentations
- ☐ Flexibility with attendance due to disability-related episodes (requires coordination)

Housing & Environment

- ☐ Special dorm provision – specify need: _____
- ☐ Food/environmental allergy accommodation
(requires documentation)
- ☐ Adequate visual/auditory warning devices in dorms
- ☐ Handicapped parking (with valid placard/documentation)

Provider Certification

I certify that the above information is accurate and that the student has a documented disability as defined by the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act.

Provider's Printed Name & Credentials: _____

Institution's Name and Contact Information: _____

Provider Signature: _____ Date: _____

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Disability Services Student Rights & Responsibilities Agreement

Disability Services | Counseling, Disability & Testing Services

This agreement outlines your rights and responsibilities as a student registered with the Disability Services Office (DSO) at NWCC. It is designed to ensure transparency, encourage self-advocacy, and supports your academic success within the framework of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Your Rights as a Student with a Disability

You have the right to:

- Equal access to all NWCC's programs, services, and activities.
- Reasonable accommodations that provide access – *not* guaranteed success or curriculum modifications.
- Confidentiality regarding your disability-related records, in accordance with FERPA.
- Timely implementation of accommodations *after approval* by the Disability Services Committee and notification of faculty.
- Advocacy and support from your Disability Services Coordinator (DSC).
- The ability to appeal decisions or file grievances related to denied accommodations or access barriers.

Your Responsibilities as a College Student

As a student requesting or receiving accommodations, you are responsible for:

- *Communicate proactively* with instructors about how your accommodations will be implemented. Instructors are not required to initiate contact or make retroactive adjustments.
- Use approved accommodations *ethically and only as intended*. Abuse or misuse may result in revocation or disciplinary action.
- Notify the DSC of any changes to your schedule, condition, or accommodation needs.
- *Request accommodations each semester* by contacting your DSC – accommodations do not automatically renew.
- Follow all college conduct, academic integrity, and attendance policies.

Understand the College Environment

In college:

- *You must advocate for yourself*. Parents, guardians, or other support people *cannot* act on your behalf without written permission.

- Instructors are *not* required to alter course content, grading standards, or assignment deadlines.
- You are responsible for managing your time, understanding your syllabus, and seeking tutoring if needed.
- Makeup tests, deadline extensions, and modified assignments are *not guaranteed* – even with accommodations – unless supported by documentation and approved in advance.

Student Acknowledgement

I have read and understood my rights and responsibilities as a student registered with Disability Services at NWCC. I understand that accommodations are designed to provide equal access, and that I am responsible for communicating my needs and maintaining compliance with NWCC academic and behavioral expectations.

Student Name: _____ NWCC Student ID: _____

Signature: _____ Date: _____

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4975 Highway 51 North | Senatobia, MS 38668

Waiver of Rights to Privacy of Records (FERPA)

In order to assist me with my educational goals, I hereby authorize Northwest Mississippi Community College to release my personally identifiable college records to:

1. _____ (Name)	2. _____ (Name)	3. _____ (Name)
_____ (City, State, Zip)	_____ (City, State, Zip)	_____ (City, State, Zip)
_____ (Relationship to Student)	_____ (Relationship to Student)	_____ (Relationship to Student)

I authorize this release:

- ___ Academic Records (attendance, grades/GPA)
- ___ Student Services Records (conduct/disciplinary, housing, Title IX)
- ___ Financial Information (awards, disbursements, eligibility, financial aid academic progress status, charges, payments, past due amounts, collection activity)
- ___ Counseling Services governed by HIPAA (Health Insurance Privacy and Accountability Act)
- ___ Disability Services

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these educational records under federal law only to the person(s) specifically listed above. This release does not permit the disclosure of these records to any other persons or entities without my written consent. I understand this release authorization remains in effect as long as I am a student at Northwest Mississippi Community College or until I revoke this authorization in writing.

4 digit Passcode* (used when an authorized user requests information): _____

****Passcode cannot be DOB or SSN.****

Student's Name: _____
(Last) (First) (Middle)

ID Number: _____ Phone Number: _____

Student's Signature: _____ Date: _____

NWCC Administrator		Campus/Office		Date	Student Initials Copy Received
Senatobia A&R Received Date	Input Date & Initials		Scanned Date	NOTES	

Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mrs. Missy Kelsay, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, email address mkelsay@northwestms.edu. Compliance with Title II of the Age Discrimination Act is coordinated by Mr. Jeff Horton, Vice President for Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, email address jhorton@northwestms.edu.

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, email address dsmith@northwestms.edu.