

Disability Services
MEMORANDUM OF UNDERSTANDING
among
Lewis-Clark State College, Boise State University, and
North Idaho College

BACKGROUND

Northern Idaho Consortium for Higher Education Members agreed to establish and conduct mutually agreed upon cooperative and collaborative projects, programs, and/or initiatives which will enhance the programs of each member institution. Each joint project, program and/or initiative will be noted in the form of a Memorandum of Understanding (MOU) between/among participating members and include specific details of cooperative/collaborative activities to be conducted. Each MOU will specify goals, objectives, assessment, and the allocation of fiscal support and personnel resources as well as describe cooperation, if any, with third parties and will be agreed upon in writing as a contract between parties. Representatives will review each MOU annually and recommit, revise or terminate agreements and/or partnerships as appropriate to circumstances.

SUMMARY and PHILOSOPHY OF DISABILITY SERVICES

This MOU serves to document the partnership between Lewis-Clark State College, Boise State University, and North Idaho College in regards to the administration of disability services for students enrolled at the Coeur d'Alene campuses of each institution and North Idaho College (henceforth known as NIC). As students continue their education at NIC's partner institutions, there needs to be seamless transition and reasonable accommodation for documented disabilities. NIC students who disclose that they have a disability are provided a certain level of service and accommodation. In recognition of NIC's disability services, partner institutions can depend on the NIC's Center for Educational Access (CEA) to provide a professional level of student assessment and recommendations for accommodation.

GOAL

To provide a collaborative resource center at NIC for Coeur d'Alene based students at partner institutions.

OBJECTIVES

- Provide student access to a trained, professional staff
- Acquire licenses and/or technology to assess, address and support student special needs
- Provide reasonable accommodations to students with documented disabilities as defined by the Americans with Disabilities Act

ASSESSMENT

- Joint NIC and partner institution review each year of NIC staff work load
- Annual student assessment of rendered services
- Review and adjust operations as appropriate
- Annual review of policies and procedures for file sharing and storage among institutions

DETAILS

DOCUMENTATION

NIC students begin their services with an in-take interview with disability support staff and the resulting file is subsequently updated each semester. After a consortium student has signed a request for services and consent for transfer form, NIC staff will electronically transfer all documentation to the partner institution (Some documents may need to be photocopied and delivered.) Hard copies of the documentation will also be retained by NIC. A student-signed consent form will facilitate the transfer of services as a student begins classes at the partner institution.

In the event that a student new to a higher education institution in Coeur d'Alene requests services and has never completed an in-take interview with NIC, NIC staff will conduct the in-take and develop the initial file. This will assure consistency in the evaluation and implementation of services and will be delivered to the partner institution in person and/or electronically by the Director of NIC's disability office.

SERVICE AGREEMENTS

1. Consortium students may have access to all assistive technology available at NIC.
2. NIC and partner institutions agree to arrange for alternative formats of materials (e.g., audio, visual assistance, Braille services), through the Center for Educational Access. NIC will train the local designated disability service contact from partner institutions in alternative formats on a case-by-case basis as is needed.
3. Partner institutions and NIC recognize the need for services for the deaf or hard-of-hearing. Requests for these services will be handled on a case-by-case basis with institutions consulting each other on how best to assist students. Final consultation between institutions and NIC will occur and all final expenses/accommodations for consortium students will be approved by their home campus. Each institution will bear the expenses for its respective students' services. These services may include, but are not limited to:
 - Sign Language Interpreters
 - Closed-Captioning
 - Alternative Video Viewing Formats
 - Amplification Systems
 - C-Print and/or Live Transcription
4. Partner institutions and NIC agree to recognize the following guidelines for in-class accommodations. **All accommodations are determined on a case-by-case basis.**
6. Consortium students seeking accommodations must file required documents and visit the North Idaho College Center for Education Access (CEA) each semester. Students are required to provide notification to disability support staff of changes affecting assignments and/or test accommodations.

LIABILITY

NIC and partner institutions assume legal liability for their respective policies, procedures, and methods in delivering disability services.

DURATION

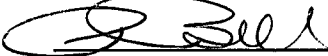
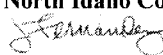
Upon review, individual service agreements, demonstrated by Memorandums of Understanding, may be altered based upon mutual consent and negotiation. Any institution may independently cancel this MOU with 30 days notice.

COMPENSATION

Based on this agreement, the North Idaho Consortium of Higher Education authorizes an amount negotiated yearly among the Local Oversight Council members to be transferred to NIC to assist with these services.

SIGNATURES

Approved by (signature, position, date):

	2-11-11
North Idaho College	date
 Interim President	February 10, 2011
_____	_____
Lewis-Clark State College	date
_____	_____
Boise State University	date