

## **NEW ENGLAND COLLEGE** **RELOCATION POLICY AND PROCEDURE**

New England College (NEC) is committed to ensuring that its programs and activities are readily accessible to students, staff and faculty, and visitors with disabilities. Where classes, programs, events, or activities are scheduled in inaccessible locations, upon a request for access NEC may provide accessibility through a variety of methods, including the use of ramps, relocation to an accessible location (where other methods of providing access are not feasible or practical), or employing auxiliary aids and services, technology, or equipment to make the event accessible. In choosing among these methods, NEC will give priority to methods that offer classes, programs, events, and activities to persons with disabilities in the most integrated setting appropriate.

Several of the NEC's academic buildings were constructed before federal and state laws required accessible design. As a result, architectural barriers may exist within NEC's buildings that require advance notice and planning to address. Even with advance planning, relocation may not always be possible, either because of the nature of certain programs or for other practical reasons. However, advance planning and communication should greatly facilitate opportunities for relocation or other alternatives where relocation is not feasible. Individuals seeking accommodations in order to participate in an NEC class, program, or event should provide as much advance notice as possible, preferably a minimum of two weeks' advance notice given the lead time that may be necessary to relocate an event or to provide certain other accommodations. Students are responsible for making their physical access needs known to the NEC and for requesting a relocation or other accommodation. To request an accommodation, students should contact the Office of Student Access and Accommodations at [access@nec.edu](mailto:access@nec.edu) or if you have questions about the process call the office at 603-428-2302.

When class, program, or event locations are found to be problematic, the Office of Student Access and Accommodations will work with the Registrar, the faculty involved, or other entities responsible for the class, program, or event to provide accommodations that are necessary to afford the student an equal opportunity to participate.

**Employees with disabilities** seeking relocation as a work related accommodation should contact the Director of Human Resources at 603-428-2440.

**Visitors with disabilities** inquiring about the equal opportunity and access to participate in an event, activity, or service should contact the events office at [events@nec.edu](mailto:events@nec.edu) or 603-428-2489

Staff, faculty, students, and visitors should contact the Senior Vice President and CFO at 603-428-2461 in instances where the appropriate office does not respond within 48 hours.

Any questions about the policy should be directed to the Senior Vice President and CFO at 603-428-2461.