PURPOSE

The purpose of this procedure is to ensure the rights of employees and students with disabilities and to facilitate their full participation in the college community.

PROCEDURE

1. The Technical College of the Lowcountry will provide easily accessible information to all applicants, students, faculty, and staff on the availability of accommodations and auxiliary aids or services as well as the process for obtaining them. The College will

   a) Publish a non-discrimination statement in publications, brochures, and ads

   b) Publish the procedure, location, and name of the accommodation counselor in the college catalog and student handbook as well as the procedure for requesting special services or accommodations
c) Publish a brochure that will include

1) Information on location and name of the counselor for students with disabilities

2) The process for requesting accommodations or aids

3) Rights and responsibilities of students requesting accommodations or aids

4) Rights and responsibilities of the College to provide access and accommodation

2. Identify at least two employees, one as the coordinator and the other as the counselor, for the students with disabilities to coordinate and carry out compliance responsibilities.

a) Although any person or agency may refer a student to the accommodation counselor, it is ultimately the student’s responsibility to make an appointment with the counselor to request services or accommodations.

b) At the initial meeting

1) The student should inform the accommodation counselor of the need for accommodations or aids. Adequate notification must be given to allow for the necessary arrangement to be made. A minimum of one month’s notice is requested prior to the semester in which the student plans to enroll.

2) The student will provide documentation of disability from appropriate professional sources supporting the request for accommodations or aids.

3) If the student is in agreement, written approval will be obtained by the counselor for notification of services to the applicable instructor, division head, and faculty advisor.

c) The counselor will review documentation and consult with the provider of documentation, if needed.
d) Accommodations are determined by the accommodation counselor. The counselor will consult with the division head and faculty advisor if approval has been obtained from the student.

e) The student has responsibility for giving the counselor a copy of his/her class schedule each semester immediately after registering. Following registration, if student approval has been obtained, the counselor completes the instructor notification form and sends it to the instructor of each class no later than the end of the first week of classes. The student will immediately inform the counselor of any class schedule changes. Some accommodations or aids may not be readily available and may require longer prior notification (see 2.b.1).

f) Instructors will review the instructor notification form. If additional clarification or assistance in providing accommodation is needed, instructors will contact the counselor within one week of receiving the notice. The instructor may consult with the student.

g) Assessment:

1) If special assistance is needed in taking the placement test or any other standardized test, the counselor will make prior arrangements with the assessment center coordinator.

2) Instructors will inform the assessment center if a student requires special assistance for assessment purposes.

h) Continuing Education students should request accommodations or aids at the time of registration. The person taking registration must immediately notify the program coordinator of the request. Adequate notification must be given to allow for the necessary arrangements to be made.

3. A mediation process will be established to provide prompt and equitable resolution of disagreements regarding reasonable accommodation for students.

a) If there is disagreement on provision of accommodations or aids, the instructor will notify the accommodation counselor within one week of receiving the notification form.

b) The counselor and instructor will attempt to resolve the disagreement. The division heads will be consulted as necessary.
c) If the mediation process fails to reach agreement on provision of accommodations or aids, the accommodation counselor will submit a report detailing the justifications of both student and instructor to the Vice President for Academic Affairs and the ADA Committee for resolution.

d) The student will be given written notification of the final determination if the request for accommodations or aids is denied. A copy will be sent to the faculty advisor, ADA counselor, and instructors.

e) Once accommodations or aids are approved, The Student Code or Grievance Procedure for South Carolina Technical Colleges as published in the Student Handbook will be followed for complaints alleging discrimination by faculty, staff, or other students on the basis of disability.