



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PRODEDURE: Accessibility Services to Students with Disabilities

Number: 4.4.1.5

Responsible Department: Student Services

Related Policy: 4.4.1 Grievances and Student Code

Updated: October 8, 2026

July 22, 2026

August 20, 2025

November 1, 2023

Purpose:

The purpose of this procedure is to outline the rights of students with disabilities and to ensure their full inclusion and participation in the Technical College of the Lowcountry (TCL) community. This procedure establishes the process for requesting reasonable accommodations, auxiliary aids, and services, in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable regulations.

TCL collaborates with students through an interactive process to seek out and provide reasonable accommodations for students with documented disabilities who self-identify as having a need for such services.

Procedure:

1. Establishing Accommodations
 - a. Before accommodations can be provided, students with a documented disability must self-identify as requiring special accommodations each semester as follows: Students must self-identify to the Office of Student Accessibility Services by completing a New Student - Student Accessibility Services Intake Form or a Returning Student - Student Accessibility Services Intake Form through the Dynamic Forms link provided on our website, www.tcl.edu/student-services/student-accessibility-services/. *Note: The provision of services in one semester does not guarantee the provision of services in subsequent semesters. The needs of a student may change over time. It is the student's responsibility to request accommodations each semester.*
 - b. Students must provide official documentation obtained from an appropriate professional identifying the disability and recommended accommodations. The documentation must have been obtained in the most recent 7 years. TCL reserves the right, in compliance with existing laws and regulations, to determine what constitutes acceptable documentation.
 - c. Students will work with the ADA Coordinator to review documentation of the

disability and/or educational needs to determine appropriate accommodations.. Accommodations must be reasonable and cannot cause an undue burden to Technical College of the Lowcountry. Accommodations may not alter the program outcomes or curriculum.

- i. New students who have registered with the Office of Student Accessibility Services for the first time are required to attend an in-person or virtual initial Intake Interview to discuss appropriate accommodations.
 - ii. Returning students are responsible for requesting accommodations by submitting a Returning Student Intake form each semester. However, unless they are changing their accommodations or updating their documentation, an intake interview is not required.
 - d. The Office of Student Accessibility Services will provide a Dynamic Forms - Faculty Notice of Accommodations to instructors of all classes in which students are enrolled so the recommended accommodations are communicated, understood, and a plan of implementation is discussed by all parties. This form is sent to instructors, only after the student has reviewed and signed for approval. It is the responsibility of the student to discuss the implementation of the accommodations with instructors. Students are under no obligation to discuss the disability or any other information that is not specifically included in the Faculty Accommodation Notification.
2. Establishing Accommodations After the Start of a Term
 - a. Students may register with the Office of Student Accessibility Services (SAS) at any time during an academic term. Requests for accommodations submitted after the start of a term will be reviewed through the standard eligibility and documentation process.
 - b. If accommodations are approved, they will be implemented from the date that the faculty notice of accommodations notification is issued, communicated to, and signed by the student and faculty. Accommodations are prospective, not retroactive and will not be applied to coursework, assignments, quizzes, tests, examinations, attendance requirements, or any other academic activities that occurred prior to the approval and implementation date of the approved accommodations.
Students who register after the start of a term acknowledge that approved accommodations cannot be used to alter or otherwise modify previous coursework, tests, examinations, or academic outcomes that were completed before accommodations were officially established. This procedure ensures equitable access while maintaining the academic integrity of coursework and assessments that occurred before accommodations were approved and implemented.
3. Modifications
 - a. If the accommodations are not proving effective, it is the responsibility of the student to notify the Office of Student Accessibility Services as soon as possible so that there is a timely review and modified accommodations can be made.
4. Appeals
 - a. Informal Appeal: Within 10 business days of the initial decision, submit a written request to the Office of Student Accessibility Services and include:

- i. Specific accommodation being appealed
- ii. Reason for the appeal
- iii. Any additional supporting documentation

Student Accessibility Services will review the request and provide a written response within 10 business days.

- b. Formal Appeal: Within 10 business days of the informal appeal decision, submit a written appeal to the Vice President of Student Services. Include the following:
 - i. A copy of the Student Accessibility Services decision from the informal appeal
 - ii. A statement of disagreement
 - iii. Any additional documentation or supporting evidence

The Vice President will review all the documentation, interview involved parties if needed and render a written decision within 15 days unless an extension is needed (with written notice).

- c. External Complaint Options: If the student believes the institution has violated Section 504, they may file a complaint with:

U.S. Department of Education, Office for Civil Rights (OCR)

<https://www2.ed.gov/ocr>

800-421-3481