



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE: Services to Students with Disabilities Number: 4.4.1.5

Responsibility: Student Affairs
Last Updated: August 20, 2025
November 1, 2023
Related Policy: 4.4.1 Grievances and Student Code

Purpose:

The purpose of this procedure is to outline the rights of students with disabilities and to ensure their full 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:
 - i. Students must self-identify to Disability Services by emailing ada@tcl.edu
And/or
 - ii. Complete the Disability Intake Form and return to ada@tcl.edu.
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 current documentation obtained from an appropriate professional identifying the disability and recommended accommodations. The documentation must have been obtained in the most recent 5 years. TCL reserves the right, in compliance with existing laws and regulations, to determine what constitutes acceptable documentation.
 - c. Students will work with Disability Services each semester to review documentation of the disability and to develop an educational accommodation plan. Accommodations must be reasonable and not alter the program outcomes or

curriculum.

- d. Disability Services will provide the Faculty Accommodations Notification to professors of all classes in which students are enrolled so the recommended accommodations are communicated and understood by all parties. It is the responsibility of the student to discuss the implementation of the accommodations with professors. Students are under no obligation to discuss the disability or any other information that is not specifically included in the Faculty Accommodation Notification.
2. Modifications
 - a. If the accommodations are not proving effective, it is the responsibility of the student to notify Disability Services as soon as possible so that there is a timely review and modified accommodations can be made.
 3. Appeals
 - a. Informal Appeal: Within 10 business days of the initial decision, submit a written request to Disability Services and include:
 - i. Specific accommodation being appealed
 - ii. Reason for the appeal
 - iii. Any additional supporting documentation
 Disability 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 Disability 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