

PROCEDURE

Number: 9.4.6.1
Related Policy: 9.4.6
Title: Services to Students with Disabilities
Responsibility: Vice President for Student Affairs

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President

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

All services to students with disabilities are provided in accordance with and are subject to the requirements and stipulations set forth in applicable state and federal guidelines, regulations, and laws and are provided according to the following procedure.

I. Establishing Accommodations/Adjustments

- A. Before accommodations can be provided, students with a qualifying disability must first self-identify as requiring special academic or physical accommodations each semester as follows:
- Students, should self-identify to the Counseling and Disability Services Coordinator or email DisabilityServices@hgtc.edu.
And/or
 - Complete the disability services online intake form.

Note: Students who qualify for accommodations but who self-identify after the beginning of the semester are not guaranteed uninterrupted services, nor are they guaranteed that grades earned prior to self-identification will be reviewed and/or modified in any way. Likewise, the provision of services in one semester does not guarantee the provision of services in subsequent semesters. Because the needs of a student may change over time, it is the responsibility of the student to request accommodations each semester. Requesting accommodations each semester will allow for the continuation of the interactive process and help to ensure that appropriate accommodations are provided.

- B. Students must provide current documentation, normally defined as acceptable documentation, obtained within the most recent 5 years from an appropriate professional identifying the disability and recommended accommodations. Students must work with Counseling and Disability Services to develop a list of appropriate, reasonable and

applicable accommodations and educational adjustments. Once documentation exceeds the 5 year time limit, new documentation must be submitted to renew accommodations. The College reserves the right, in compliance with existing laws and regulations, and interpretation of said laws and regulations, to determine what constitutes acceptable documentation.

- C. Students will work with Counseling and Disability Services each semester to review documentation of the disability and, in a confidential setting with the students, develop an educational accommodation plan through an interactive process. If a student wishes to revise their accommodations or add new accommodations, updated documentation may be required. Accommodations must be reasonable and not alter the program outcomes or essential job functions of a program.
- D. Online Faculty Acknowledgement Forms will be provided by Counseling and Disability Services to professors of all classes in which students are enrolled so the recommended accommodations and/or adjustments are communicated and understood by all involved parties. The professor will sign the online Faculty Acknowledgement Form indicating whether accommodations and/or adjustments can be provided as outlined or whether the professor requires assistance in implementing accommodations and/or adjustments. It is the responsibility of students to discuss the implementation of recommended accommodations and/or adjustments with professors. In the interest of student confidentiality, the students are under no obligation to discuss the disability or any other information not specifically outlined in the online Faculty Acknowledgement Form with the professors.

II. Modifications

In the event that accommodations and/or adjustments are not proving effective, it is the responsibility of students to notify Counseling and Disability Services as soon as possible so that conditions can be reviewed and appropriate modifications can be considered.

III. Appeals

Students who wish to appeal the decision of Counseling and Disability Services concerning recommended accommodations and/or adjustments must file a request with the Vice President for Student Affairs.

If a satisfactory resolution is not reached through this request, students may appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.

Any student who is not satisfied with the decision made concerning a purported service animal or emotional support animal may file a written complaint using the SC Technical College System's Grievance procedures outlined in SCBTE 3-2-106.3