

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 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 identify themselves as requiring special academic or physical accommodations each semester as follows:

Students, including distance learning/online students, should self-identify to a Counselor on any of the three campuses or to the Director of Student Development.

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.

- B. Students must provide current documentation, normally defined as acceptable documentation, obtained within the most recent 3-5 years from an appropriate professional identifying the disability and recommended accommodations. Students must work with the counselor to develop a list of appropriate and applicable accommodations and educational adjustments. 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 the appropriate counselor who will review documentation of the disability and, in a confidential setting with the students, develop an educational accommodation plan.
- D. Faculty Notification Forms will be provided by the counselor 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 Faculty Notification Form indicating whether accommodations and/or adjustments can be provided as outlined or whether the professors require assistance in implementing said accommodations and/or adjustments. It is the responsibility of students to discuss the implementation of recommended accommodations and/or adjustments with the professors. In the interest of student confidentiality, the students are under no obligation to share the disability or any other information not specifically outlined in the Faculty Notification 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 the counselor as soon as possible so that conditions can be reviewed and appropriate modifications can be made.

III. Appeals

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

If 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.