

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 the Counselor for Disability Services on any of the three campuses.

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 would 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, and 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 coordinator, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.
- D. The student will be provided formal notification for each professor/class (as required) via a Faculty Notification Form so that 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 he/she requires assistance in implementing said accommodations and/or adjustments. (Note: It is the responsibility of the student to provide the signed form back to the respective counselor.) It is the student's responsibility to discuss the implementation of recommended accommodations and/or adjustments with the professor. In the interest of student confidentiality, the student is under no obligation to share his/her disability with the professor, or any other information not specifically outlined in the Faculty Notification Form.

II. Service Animals

Service animals are guide dogs, signal dogs, or other animals individually trained to assist an individual with a disability. If they meet this definition, animals are considered service animals under the ADA. Service animals perform some of the functions and tasks that the individual with the disability cannot perform independently. In September 2010, the Department of Justice placed a limitation on the definition of service animals to include only guide and signal dogs, and miniature horses. These animals must be trained to perform specific work or tasks that are directly related to an individual's disability. "Seeing eye dogs" are one type of service animal used by some individuals who are blind. This is the type of service animal with which most people are familiar.

Horry-Georgetown Technical College permits service animals on campus to assist individuals with disabilities.

III. Modifications

In the event that accommodations and/or adjustments are not proving effective, it is the student's responsibility to notify the respective counselor as soon as possible, so that conditions may be reviewed and modifications made, as appropriate.

IV. Appeals

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

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