

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: **Special Accommodations for Students with Disabilities**

Number: 4.037.01

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Department of
Responsibility: Student Support Services

Authorization:

Anne S. Crook

President

Initial Approval: June 6, 2003

Review Date: June 6, 2004

Students who have qualifying disabilities and desire special accommodations must provide appropriate and substantiating documentation to the coordinator of Services for Students with Disabilities. Once the student has disclosed the disability, the College and student will adhere to the following procedures:

1. It is the responsibility of the student to contact the Coordinator of Services for Students with Disabilities. The student must meet with the Coordinator and submit substantiating documentation at least (30) days prior to the semester in which accommodation measures are needed to ensure ample time to make decisions and deliver services. If appropriate documentation is not submitted to the Coordinator of Services for Students with Disabilities within the specified time period, accommodations, if deemed appropriate, will not be implemented until the following semester. The documentation must (1) verify the existence of a disability as defined under Section 504 and under the Americans with Disabilities Act; and (2) establish a clear connection between the accommodations being requested and the effects of the disability (see the OC tech Students with Disabilities Handbook).
2. After the initial meeting with the student and upon receipt of a student' substantiating documentation, the Coordinator will have a determination meeting with the Group Director and Program Coordinator of the student's program of study, applicable course instructors and other college personnel as deemed necessary (e.g., instructor, Vice President of Academic Affairs, Dean of Students Services) within (10) business days to determine if the requested accommodation is appropriate and feasible.
3. After the determination meeting, the Coordinator of Services for Students with Disabilities will send the student a certified letter within (3) business days to communicate the decision to grant or deny special accommodations. If the decision is to grant accommodations, the letter will outline the specific accommodations that will be made and the circumstances under which the accommodations will occur, as well as the student's and the institution's responsibility. Upon receipt of the letter granting accommodations, the student will have (5) business days to sign an Accommodation Agreement Form. Once all parties have signed the form, each instructor will receive an approved copy of the student's accommodation plan (AP) within the first (5) days of the commencement of semester classes.

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4. If the decision is that additional documentation is required or that the submitted documentation does not sufficiently support the requested accommodation, the student will have (5) business days to submit more substantiating documentation. If the decision is reached to deny the requested accommodation, the student will have (5) business days to appeal the decision in writing to the Student Disability Appeals Committee.

The seven member Student Disability Appeals Committee will consist of the following individuals:

The Coordinator of Services for Students with Disabilities - non-voting ex officio member

The Student's Program Group director - non-voting ex officio member

The Dean of Student Services

The Director of Human Resources

The Vice President of Academic Affairs

One faculty member, appointed by the College President, who is not a faculty member of the student's program group

One counselor of the Student Services Division

At the meeting, the student will be granted the right to present evidence to support his/her contention as to why the decision rendered at the determination meeting should be overturned and why the requested accommodation should be granted. After the appeals meeting, the Committee will have (3) business days to render a final decision.

5. The Student Disability Appeals Committee's decision may be appealed to the College President within (3) business days of the Committee's decision. The decision of the President is final.

6. Addendums or additions to the Accommodation Agreement Form may be permitted or necessary when any of the following conditions are met:

- A. The content and requirements for completion of applicable courses has changed
- B. The instructional delivery of applicable courses has changed
- C. The student's disability warrants the need to re-examine additional accommodations that are deemed reasonable.

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The determination meeting for addendums or additions will take place within (5) business days from the date one of the conditions in step (6) has been met. After the determination meeting, the process will follow as outline above in steps (3) through (5) of this procedure. Once it is determined that addendums or additions are necessary, a new determination meeting will take place with those individuals listed in step (2) above.

7. Accommodation documentation will be maintained by the Coordinator of Services for Students with Disabilities until the student has had three semesters of consecutive enrollment inactivity at OC tech. After three consecutive semester of enrollment inactivity, the student accommodation records, psychological evaluations and other related documentation will be destroyed.