

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Special Accommodations for Students with Disabilities

Number: 4.037.01

Department of

Responsibility: Student Support Services

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Authorization:

President

Date Approved: June 6, 2003

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Last Reviewed: _____

Students who have qualifying disabilities and desire special accommodations must provide appropriate and substantiating documentation to the Coordinator of Services for Students with Disabilities (CSSD). 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 CSSD. The student must meet with the Coordinator and submit substantiating documentation. 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 OCtech Students with Disabilities Handbook).
2. After the initial meeting with the student and upon receipt of a student's substantiating documentation, the CSSD will have a determination meeting with the Instructors and the Academic Program Coordinator or Dean of student's program of study within (10) business days to determine if the requested accommodation is appropriate and feasible.
3. After the determination meeting, the CSSD will send the student a copy of the student's accommodation form, signed by all parties to the student, instructors and Academic Program Coordinator or Dean.
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 need 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.

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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 Academic Program Coordinator - non-voting ex officio member
- The Vice President 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.

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 outlined 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 CSSD until the student has had three semesters of consecutive enrollment inactivity at OCtech. After three consecutive semester of enrollment inactivity, the student accommodation records, psychological evaluations and other related documentation will be destroyed.