



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Americans with Disabilities**  
**Number: 4.4.1.5**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.4.1 Grievances and Student Code

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President

**Purpose:**

The purpose of this procedure is to detail the rights of students with disabilities and to facilitate their full participation in the college community.

**Procedure:**

1. Technical College of the Lowcountry (TCL) will provide easily accessible information to prospective and current students, faculty, and staff on the availability of accommodations and auxiliary aids or services and the process for obtaining them. The College will:
  - a. Publish its statement of non-discrimination in all institutional publications, brochures, and marketing materials.
  - b. Publish information on how the counselor for students with disabilities can be contacted in the College's catalog, the student handbook, and the College's website along with the procedure for requesting special services or accommodations.
2. TCL will identify appropriate staff to counsel students and to facilitate and coordinate compliance activities.
  - a. While a person or agency may refer a student for services, it is the student's responsibility to request services or accommodations.
  - b. The student must provide documentation of his/her disability from appropriate professional sources to support the request for accommodations or aids.
  - c. The counselor will review the documentation and with the student's permission consult with the source of the information, as appropriate.
  - d. Initial accommodation decisions are determined by the accommodation counselor.
  - e. Upon approval of requests for accommodation or aid, the counselor will complete and forward an accommodation/aid notification form detailing the type and level accommodation or aid that has been approved to the affected instructional area within 5 business days. The student has responsibility for submitting his/her class schedule to the ADA counselor a copy of his/her class schedule immediately after

registering for classes each semester. The student will immediately inform the ADA counselor of any changes to his/her class schedule.

- f. Instructors will review the accommodation/aid notification form and request clarification or additional assistance as needed.
  - g. The ADA counselor will make prior arrangements with the assessment center coordinator for students needing accommodations to take the College's placement test or any other standardized test required by the institution.
  - h. Individuals enrolling in Continuing Education courses may submit a request for accommodation or aid at the time of registration. Notification will be provided to the ADA counselor within five business days of registration or an appropriately proportioned period of time not to exceed five business days.
3. Appeals
- a. A student may appeal any decision regarding the denial of accommodation or aid. A written notice of appeal must be filed with the Office of the Vice President for Student Affairs within five business days upon receipt of the accommodation/aid denial notification
  - b. Within five business days upon receipt of the notice of appeal, the Vice President for Student Affairs, or designee, shall complete a preliminary review of the matter and schedule a meeting with the student. After discussing the matter with the student, the Vice President for Student Affairs may:
    - i. Uphold the decision of the ADA counselor.
    - ii. Reverse the decision of the ADA counselor.
    - iii. Refer the student to a community agency for services.
  - c. Should a student decline to accept the decision of the Vice President for Student Affairs, s/he may have his/her case decided by an ADA Appeals Committee. A hearing shall be held within 15 working days of the decision of the Vice President for Student Affairs. The decision of the ADA Appeals Committee will be final.
  - d. The Student Code or The Grievance Procedure for the South Carolina Technical College System as published in the Student Handbook will be followed for complaints alleging discrimination or harassment by faculty, staff, or other students.