

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

4.28

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Disability Accommodations for Students	
OFFICE OF RESPONSIBILITY:	Student Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: May 6, 2002

STATUS: Approved: 04/20/98
Revised: 01/08/01
Revised: 03/12/01
Revised: 05/06/02 for TSTC Marshall

PRACTICE:

It is the practice of Texas State Technical College to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by making reasonable adjustments in operational policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

PERTINENT INFORMATION:

- A. Rehabilitation Act of 1973, Section 504
- B. Americans with Disabilities Act of 1990

PROCEDURES:

TSTC will make all aspects of operation accessible to persons with disabilities by providing reasonable accommodations and services to any student with disabilities as defined in the Rehabilitation Act of 1973, Section 504, and the American with Disabilities Act of 1990.

- A. In all instances, it is the responsibility of the students with disabilities to submit their completed application for assistance and sufficient documentation to the Equity Advocacy Counselor/Disabled Students Services (EAC/DSS) 30 days prior to the beginning of their first semester of enrollment or no later than the 12th day of classes in order for the institution to make such accommodations.
- B. Students with disabilities, who are requesting accommodations or prescriptions for auxiliary aids for their classes, should submit documentation-substantiating disability including comprehensive individual assessment reports from high schools or psychological evaluation reports from qualified professionals.
- C. Requests for facilities accommodation should be made through the Equity Advocacy Counselor/Disabled Student Services (EAC/DSS) or the Dean of Student Services who will coordinate the completion of those accommodations with the Director of the Physical Plant, and/or the supervisor of the facility or program effected.
- D. Requests for other accommodation services and assistance should be made through Equity Advocacy Counselor/Disabled Student Services (EAC/DSS) by completing a request for assistance and providing the necessary documentation to support such request. The request must include all services, special accommodations or auxiliary aids that are being requested.
- E. Upon evaluation and assessment of the request for accommodation and supporting documentation, the Equity Advocacy Counselor/Disabled Student Services (EAC/DSS) coordinator will determine the reasonable accommodations that the institution is able to provide. The student, Equity Advocacy Counselor/Disabled Student Services (EAC/DSS) coordinator and instructor(s) will provide the student with a letter of specific accommodation needs that will be signed.
- F. The student must present the letter of specific accommodations to the persons from whom the accommodation is requested (i.e., faculty member). This person must sign the letter acknowledging the approved accommodation, maintain a copy, and provide the student with the original. The student must return the original to EAC/DSS office to be maintained as a part of the student's permanent record.
- G. Any discrepancies between the approved accommodations and those actually provided should be directed to the Coordinator of Equity Advocacy Counselor/Disabled Student Services or the Dean of Student Services or designee.
- H. TSTC will not assume responsibility for personal assistance necessary for independent living nor for specialized medical care.