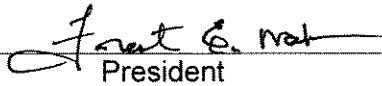


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	Procedure Number:	5-4-104.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:	0-1-100		
Governing ATC Policy:	5-4-104		

Approved:

  
President

  
Chief Student Services Officer

Date

Adopted: 05/02/2008

Date

Revised: 11/01/2021

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

A student with a disability who needs reasonable accommodation(s) must notify the Director of Counseling Services prior to each academic term for which accommodations are requested. The student will be required to provide adequate documentation from a qualified professional before a plan for reasonable accommodations is established.

The Director of Counseling Services will review the documentation, determine the appropriate accommodation(s), and provide a Faculty Notification Form to the student. Students receiving reasonable accommodations are responsible for submitting a Faculty Notification Form to each instructor as early as possible in each academic term.

Concerns about the provision of reasonable accommodation(s) should be directed to the Dean of Student Success and Retention. The Dean of Student Success and Retention will communicate with the student, the Director of Counseling Services, and other faculty or staff (if needed) in an attempt to resolve the concerns. If the concerns are not resolved at this level, the student should notify the Chief Student Services Officer in writing. The Chief Student Services Officer will acknowledge in writing the student concerns, and attempt to resolve the concerns within five instructional weekdays. If the concerns are not resolved at this level, the Chief Student Services Officer will notify the student in writing of the process for filing a student grievance.