

Services for Students with Disabilities

I. Purpose

The purpose of this policy is to ensure the availability of services for Dyersburg State Community College (DSCC) students with disabilities who elect to receive assistance under the Americans with Disabilities Act (ADA).

II. Scope

DSCC is committed to providing a discrimination-free environment for students with disabilities.

III. Policy

- I. Self-identification as a student with a disability
 - A. Students with disabilities are encouraged to inform the College of any assistance they may need upon application to DSCC.
 - B. The process of self-identification is as follows:
 - The student should notify the Counselor/ADA Coordinator (hereinafter, “ADA Coordinator”) of any disability for which the institution may need to provide assistance. Students are required to provide sufficient and recent documentation concerning their disability in order to receive academic accommodations. Specific disability services are based on individual student needs and circumstances.
 - The ADA Coordinator will conduct an initial interview and coordinate DSCC’s response to the student’s needs with faculty, library, and support personnel who will be working with the student during the semester. DSCC may enlist the assistance of other agencies and resource centers in meeting the student’s needs.
 - C. Students may make an appointment with the ADA Coordinator to meet in person, by phone, or over desktop video by calling 731-286-3242 or by email to counselor@DSCC.edu.
- II. Appeal Process

- A. Students who feel that they have received unequal treatment because of their disability should contact the ADA Coordinator.
- B. Informal procedures will be initiated to resolve the student's complaint. If these procedures do not resolve the issue to the student's satisfaction, the ADA Coordinator will advise the student of the DSCC Student Complaint process.
- C. If that process does not yield an amicable resolution, the student will be made aware of the procedure to file a complaint with the U.S. Department of Education, Office of Civil Rights.

III. U.S. Department of Education Complaint Process

- A. Complaints to the U. S. Department of Education, Office of Civil Rights (OCR) must be filed within 180 days of discrimination or within 60 days after the program/agency has provided communication to you regarding resolution of your complaint.

- B. Contact information for the OCR:

U.S. Department of Education
Office of Civil Rights
400 Maryland Avenue, S. W.
Washington, D.C. 20202-1100
Phone: 1-800-421-3481, 1-800-877-8339 (TTY)
Web: <http://www.ed.gov/ocr>
E-mail: OCR@ed.gov

- C. To file a formal complaint with OCR, you should submit in writing the following information:
 - Your name, address, and phone number
 - The name and location of the program that you believe discriminated against you.
 - A detailed description of what happened and when it happened.
 - The basis for the discrimination.
- D. Make sure enough detail is provided for the OCR to know what happened.

IV. Compliance

All DSCC faculty and staff are expected to adhere to the provisions of the Americans with Disabilities Act.

V. Definitions

Academic Post-secondary programs under section 504 of the ADA must make accommodations adjustments to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student.

VI. Revision History

Policy written May, 2005. Revised September, 2012; approved by Administrative Council on 9/27/12.

Revision approved 4/27/2023