



THE OFFICE OF ACCESSIBILITY SERVICES

Student Resource Guide



MISSION STATEMENT

The mission of the Office of Accessibility Services (OAS) is to facilitate reasonable accommodations for students, ensuring compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The OAS is committed to fostering an inclusive environment where every student has equitable access to all educational programs, both in the classroom and online, as well as university life.

OPERATING PRINCIPLES

Tougaloo College prohibits discrimination against people with disabilities.

Discrimination

Tougaloo actively encourages a climate of inclusion and equal access.

Tougaloo College is committed to providing equal access and reasonable accommodations.

Equal Access

For students and others with Disabilities.

The President and administrative officers will provide leadership.

Leadership

To improve access for those with disabilities and will be responsible for implementing the principles of Tougaloo College.

Tougaloo College will organize its disability services in a way that promotes self-determination, independence and self-advocacy.

Structure

For students and others with disabilities and that engages the entire campus community in access issues.

OPERATING PRINCIPLES

Self-identification

Tougaloo College will respect the independence, rights, and dignity of those with disabilities, requesting an accommodation or identifying oneself as having a disability will be voluntary.

Confidentiality

Tougaloo College will treat data on students and others with disabilities with confidentiality in accordance with data privacy laws and established regulations.

Intra-institutional Cooperation

Tougaloo College administrators, faculty, and staff will encourage intra-institutional cooperation to collect, develop, and disseminate knowledge about creating accommodation environments for students, employees, and visitors with disabilities.

TYPE OF DISABILITIES

A disability is an impairment that substantially limits one or more major life activities. Disabilities covered by legislation include (but are not limited to) AIDS, blindness, cancer, cerebral palsy, diabetes, epilepsy, head injuries, hearing disabilities, specific learning disabilities, loss of limb(s), multiple sclerosis, muscular dystrophy, emotional disabilities, speech disabilities, spinal cord injuries, and vision disabilities.

STUDENTS HAVE THE RIGHT TO:

Equal Access

Students have the right to equal access to courses, programs, services, jobs, activities, and facilities offered.

Equal Opportunity

Students have an equal opportunity to work and learn, and to receive reasonable accommodations, and/or reasonable auxiliary aids and services.

Confidentiality

Students have the right to confidentiality of all information regarding their disability and to choose to whom, outside of Tougaloo College, information about their disability will be disclosed, except as disclosures are required or permitted by law.



STUDENTS HAVE THE RESPONSIBILITY TO:



- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs, activities and facilities.
- Identify themselves in a **timely manner** as having a disability when an accommodation is needed and to seek information, counsel, and assistance, as necessary.
- Provide documents from a licensed professional on how disability limits their participation in courses, programs, services, jobs, activities, and facilities.

DIRECTOR OF ACCESSIBILITY SERVICES & ADA ADVOCACY TEAM

- The Director of Accessibility Services serves as a compliance officer for the college for the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
 - Duties include for students:
 - reviewing documentation of disability and determining reasonable and appropriate accommodations for all students with disabilities
 - providing direct service to self-identified students based on disability
 - providing faculty with faculty accommodation forms and consultation for accommodating students in the classroom
- The ADA Advocacy Team will consist of campus partners/supporters.
 - Duties include for students:
 - help with students' matriculations and create a strong support system
 - provide accurate assessment and approval for the student

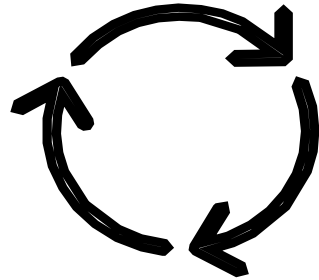
VERIFICATION PROCESS



Documentation

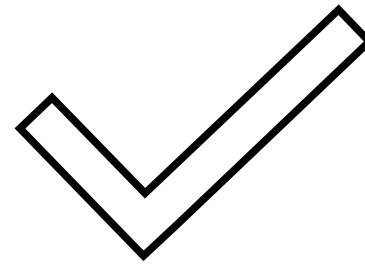
If a student is requesting accommodations, the student **MUST** show documentation of their disability.

Letters/Reports must be dated within **THREE YEARS** of applying.



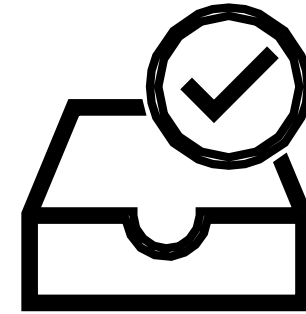
Timeframe

Documents **MUST** be received within a month of their first day of class. If not received, the student will have to wait until next semester.



Verification

The verification will be determined by the Office of Accessibility Services.



Verification Status

- On-going
- Annual renewal
- Temporary
- Denied

ACADEMIC ACCOMMODATIONS

Test Accommodations	Faculty Administered Test Accommodations	Classroom Access for Students with Disabilities	Class Attendance	Permission to Record Classes	Access to Overheads or Power Point Presentations
Alternative Text	Braille	Class Notes	Deaf and Hard of Hearing Accommodations	Interpreters	Breaks as Needed
Preferential Seating	Use of a Laptop for Taking Notes	Extended Time	Lower Distraction Environment	Screen Readers	Use of a Calculator for Exams
		Use of Spell Check for Exams	Tutoring Service		

OTHER ADA ACCOMMODATIONS

Dietary-Based Accommodation

- Students in need of dietary accommodations should not expect an exemption from this meal plan requirement. Dietary accommodations can be facilitated through dining services where every reasonable effort will be made to support students documented dietary needs.

Temporary Injuries & Illnesses Accommodations

- While not required by the ADA or this policy, the Director of Accessibility Services may be able to arrange limited assistance for temporary injuries/illnesses or impaired students at the discretion of the Director of Accessibility Services.

Residential Life Accommodations

- The Director of Accessibility Services works in collaboration with Residential Life to arrange for reasonable accommodations for students with special needs living in the residence halls.
- Assignments are made on a space available basis. To grant such requests, ample advance notification is required.

STUDENT REQUEST

Change of Approved Accommodation

Students are responsible for taking reasonable steps to ensure that the plan is meeting his or her needs.

If a student perceives a need for additional accommodations or for the amendment of existing accommodations, the student **MUST** request in writing.

Request Each Semester

The Office of Accessibility Services does not automatically implement accommodations each semester.

It is the responsibility of verified student(s) to request accommodations each semester if needed.

Review File

A student has the right to review their own file. A written request **MUST** be submitted to the Office of Accessibility Services.

The Office of Accessibility will schedule a review of records within ten (10) business days of receipt of written request.

APPEALS PROCESS

Right To Appeal

- Students have the right to appeal academic and/or disability-related decision that are believed to have been made in error.
 - To appeal an academic decision, contact Academic Affairs office at 601.977.7737 for more information.
 - To appeal a disability-related decision or to file a complaint about disability discrimination, contact, the Director of Accessibility Services at 601.977.7818.
- Tougaloo College policy prohibits retaliatory action being taken against any complainant or any person assisting in the investigation of a complainant who is acting in good faith.
- Persons who knowingly bring false allegations may be subjected to immediate disciplinary actions.

GRIEVANCES

Informal Grievance Procedure

- A grievance should be filled in writing, containing the name and address of the student filing, and briefly describe the alleged violation.
 - A student should file within 60 day of the alleged vilolation.
 - Investigation will be conducted by the Director of Accessibility Services.
 - A written determination will be issued within 10 days of filing .

Formal Grievance Procedure

- If the informal grievance process has not led to a mutually satisfactory resolution of the problem, at the written request of the student, the VP of Enrollment Management and Student Services will refer this matter to the Administrative Committee.
 - The committee shall have five business days to render a written decision to the VP of Enrollment Management and Student Services.
 - The decision will be communicated within ten business days to the student.
 - The decision of the VP of Enrollment Management and Student Services are **FINAL**.

COMPLAINTS REGARDING DISABILITY-RELATED HARASSMENT OR DISCRIMINATION

In addition to the appeal/grievance process regarding accommodations decision, students who feel that they have been harassed or discriminated against based on their disability, in violation of Section 504 of the Rehabilitation Act of 1973, the ADA, or other applicable law, may file a formal or informal complaint, as set forth in the College Handbook.



CONTACT US

The Office of Accessibility Services

**500 West County Line Road, Jamerson Hall, Tougaloo,
MS 39174**

(P) 601.977.7818

(E) adacompliance@tougaloo.edu