



MID-SOUTH CHRISTIAN COLLEGE

Policy Statement on Assistance for Students with Disabilities

Policy:

Mid-South Christian College encourages students with disabilities to participate fully in all academic programs and student activities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), the college seeks to provide students with disabilities “reasonable accommodations” needed to ensure equal access to those programs and activities. While the college provides several services to support the academic work of all its students, including tutoring, additional accommodations can be made specifically for students with a disability.

Responsibility:

This policy is the responsibility of the Department of Student Services under the direction of the Director, Brent Linn.

Definitions:

The federal definition of a disability includes a person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

Procedure:

Students with disabilities who require assistance should contact the Director of Student Services (901-375-4400).

Notification of Disabilities: It is the responsibility of the student to notify the school of his or her disability and to follow the process for requesting appropriate auxiliary services and academic adjustments.

1. Students entering Mid-South Christian College (MSCC) should submit a written request for disability services to the Director of Student Services prior to matriculation at MSCC. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.
2. Along with the written request for services, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student’s academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. MSCC prefers these plans to be dated within the past three years of submission.

General Considerations:

1. Upon receipt of requests for assistance, the Student Services Office may procure recommendations from a professional counselor or occupational therapist as appropriate.
2. In all cases, the age of the student, thoroughness of the documentation, and adjustments being requested will assist in determining whether the evidence submitted is sufficient for eligibility. If more documentation is required, the student will be informed.
3. Based on the documentation and evaluation, the Student Services Office will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
4. When a student's documentation is lacking, insufficient or is considered outdated, it may be necessary to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists in order to receive disability services. Without the completion of this step, the college will assume no responsibility for providing requested academic adjustments.
5. Students will be notified of their status (eligible, ineligible, deferred) after the college professionals have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing.
6. If a student is determined eligible, then it is the student's responsibility to make an appointment with the Director of Student Services to discuss reasonable adjustments and accommodations. It is also the student's responsibility to keep the Director informed of accommodations needed throughout the semester (i.e. test-taking accommodations, note takers, etc.) so that arrangements can be made with the appropriate Professors in a timely fashion.

Grievance Procedures:

1. In cases where either faculty members or students believe that the recommended auxiliary aids have been established in error, or where extenuating circumstances are present that are not adequately addressed in the documentation, an appeal may be made in writing and submitted to the Student Services Office.
2. Students who have been granted adjustments and believe they are not receiving them should appeal in writing and submit the letter to the Student Services Office.
3. The Director of Student Services will review the request, unless during a holiday recess, and will notify the student of his determination within two weeks after their initial meeting. If necessary, the Director of Student Services may ask for additional information from the student in order to make a well-informed decision.

CONTACT INFORMATION

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