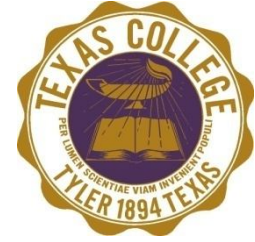


OFFICE OF ACADEMIC AFFAIRS



Americans with Disabilities Act Compliance Statement **Section: 504 Non-Discrimination Clause**

Notice of Non Discrimination: *Texas College does not discriminate on the basis of race, color, national origin, sex, **disability**, or age in its programs and activities.*

Policy: *Students needing and requesting support for a specific disability must Self-Identify or Self-Disclose in writing, complete the appropriate 504 Form included in the Admissions Application Packet that must be completed and submitted to the Compliance Officer located in the Office of Academic Affairs.*

Student completes 504 Form and submits to the Office of Academic Affairs with appropriate documentation from local, state or federal agencies.

Process After Student Self-Disclosure:

1. The Office of Academic Affairs determines that a student has declared a “504 need” and appropriate documents are provided to the Vice President for Academic Affairs who serves as the *Compliance Officer* for the institution.
2. The Compliance Officer meets with the institutional ADA (Americans with Disabilities Act) Committee to review and evaluate the student’s request to determine if the College is poised to assist the student in being successful at this institution.
3. The student is advised by the Vice President for Academic Affairs of the Committee’s decision and recommendations made. The following steps are taken:
 - a. Dependent upon the nature of the disability (physical, hearing, sight, etc.), the student is informed of the specific assistance that will be provided by the College. The College is ready to provide its students within its capabilities, reasonable support for the disability described.
 - b. Student must agree in writing to the process outlined.
 - c. When student receives a schedule of classes, appropriate faculty and Student Affairs (Residential Life) are notified and provided with the recommendations of the ADA Committee and the College agreement with the student.
 - d. The student is then regularly monitored for progress by the faculty members in the academic courses taken.
 - e. The student meets with the Compliance Officer at the end of each semester.
 - f. All meeting times and follow-up strategies are documented.

Insert To: College Catalog, Student Handbook, and Student Admissions Packet
URL: www.texascollege.edu