



Student Disability Services Documentation Guidelines

Hinds Community College is committed to providing equal access to programs and activities of the college. The Office of Disability Support Services (DSS) strives to promote a positive campus environment and interacts with all offices and departments on campus to ensure that students with disabilities pursue, have access to, and participate in programs based on their personal interest and ability. DSS works with eligible students on an individual basis to develop and coordinate reasonable accommodations specific to their disability.

Steps for establishing accommodations due to a disability:

- Initiate accommodations and complete the DSS application within the first 25% of the semester/term
- Provide recent documentation (no older than 3 years) of the disability from a professional qualified to make a diagnosis (DSS keeps this information confidential)
- Request/update accommodations every semester
- Maintain communication with disability services and instructors to discuss and continue appropriate accommodations

Guidelines for Documentation of Disability

DSS staff will utilize one or more types of information to determine a student's eligibility, including, but not limited to: communication with the student, doctor's letters and medical reports and psychoeducational assessments. Multiple types of documentation may be needed.

Generally, documentation should include the following:

1. The student's age at initial diagnosis.
2. A diagnosis that states the student's disability or disorder.
3. A detailed written description that describes the impact that the disability or disorder has on educational/classroom and other settings.
4. A summary of the procedures that were used to diagnose the disability. This may include the type of evaluation, questionnaire or assessment.
5. If applicable, current medications that may impact the student's functioning.
6. Previous school or college academic accommodations and auxiliary aids used
7. A clear connection between the requested accommodation(s) and the disability or disorder.

The documentation that is acceptable at Hinds Community College may be different from other educational institutions, testing and credentialing agencies. Please research the documentation requirements for each entity separately when applying for accommodations.

A Qualified Professional Must Conduct the Evaluation

Students must provide documentation by an appropriate, qualified professional. The assessment must be administered by a certified and/or licensed professional (e.g. medical doctor, psychologist, neuropsychologist, educational diagnostician). All reports should include the professional's name and title, should be on letterhead and should be typed, dated, signed and legible.

Determination of Reasonable Accommodations

In addition to the student's diagnosed disability or disorder, accommodation requests must be reasonable. Reasonable accommodations are determined by the following:

1. The accommodation is directly related to the functional limitation or impact caused by the disability or disorder.
2. The accommodation is not of a personal nature. For example, the college does not provide personal attendants or devices for personal use.
3. The accommodation is necessary to provide the student with equal access.
4. The accommodation does not fundamentally alter the essential elements of the course, program or activity.
5. The accommodation does not present an undue financial or administrative burden on the college.
6. The accommodation does not pose a threat to the health and safety of the student or others.

Some examples of unreasonable post-secondary accommodations: unlimited test time, transportation, decreasing the amount of work required in a class and retaking a test.

Documentation Resources

In order to provide reasonable academic accommodations, it may be necessary for the student to secure new or a more recent evaluation of their disability from a qualified professional. This guide outlines resources that may assist students in securing the appropriate documentation.

- The student's current medical doctor may make a referral to the appropriate licensed professional. Students should contact their primary doctor or therapist to discuss their situation.
- The Single Stop Program at Hinds Community College offers support services that connect students to community resources. [Single Stop](#) provides free referrals to services that can help address the needs of Hinds students so that they can remain in school. Contact a Single Stop coordinator using the information below.

Jackson & Rankin Campuses:
Single Stop Coordinator
Jackson Campus Bivins Hall, Rm 165
P: 601-987-8105

Nursing/Allied Health & Raymond Campuses:
District Single Stop Coordinator
Raymond Campus District Adult Education Center Rooms 117 & 121
P: 601-857-3247

Utica & Vicksburg Campuses:
Single Stop Coordinator
Felicia.Jones1@hindsc.edu
Vicksburg Campus Banks Building, Suite 10
P: 601-629-6831
Utica Campus Student Union Building, Rm 12
P: 601-885-7021

- MS Department of Rehabilitation Services is a state agency that provides resources to help Mississippians with disabilities find new careers, live more independently, overcome obstacles, and face new challenges. Find out more about their programs [online](#) or call 800.443.1000.

For more information please contact:

Hinds Community College

[Disability Support Services](#)

Raymond Campus: 601-857-3310

Jackson Academic and Technical Center 601-987-8158

Jackson Nursing and Allied Health 601-376-4803

Rankin Campus 601-936-5544

Utica Campus 601-885-7022 or 7128

Vicksburg Campus 601-629-6807

Individuals with a hearing impairment may call the video phone at 601-526-4918

Email: SMO-disabilitysupportservices@hindsc.edu

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: **EEOC Compliance:** Sherry Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601-885-7002 or Email: EEOC@hindsc.edu. **Title IX:** Randall Harris, Vice President for Advancement and Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601-857-3889 or Email: Titleix@hindsc.edu.

December 2019