



Student Accessibility Center Documentation Guidelines

Hinds Community College is dedicated to providing equal access to all programs and activities. The Student Accessibility Center (SAC) promotes an inclusive campus environment and collaborates with all departments to ensure that students with disabilities can pursue and participate in academic and extracurricular opportunities based on their interests and abilities. SAC works with eligible students to coordinate reasonable accommodations tailored to their individual needs.

Steps to Establish Accommodations:

To ensure timely and appropriate support, students seeking accommodations through the Student Accessibility Center (SAC) must:

- **Submit the SAC application for accommodations** within the first 25% of the academic semester or term.
- **Provide recent documentation of a diagnosed disability (within the last 3 years) to the SAC.** IEPs and 504 Plans are accepted along with other documentation from qualified professionals. We may request additional or updated medical or psychological documentation to ensure your accommodation fits your current needs. All documentation is kept confidential in accordance with FERPA and ADA guidelines.
- **Request or renew accommodations** at the beginning of each academic semester to maintain support.
- **Engage in ongoing communication** with SAC staff and instructors to ensure that accommodations remain effective and appropriate throughout the semester.

Documentation Guidelines:

Student Accessibility Center (SAC) staff may use a variety of sources to determine a student's eligibility for accommodations. These sources may include, but are not limited to: direct communication with the student, medical records and physician letters, and psychoeducational assessments. In some cases, multiple forms of documentation may be required to make an informed determination.

Documentation should include:

- Student's age at time of diagnosis
- Specific disability or disorder clinical diagnosis
- Detailed description of how the disability impacts learning and daily functioning and the impact on educational/classroom and other settings
- Summary of the evaluation process (e.g., evaluations, assessments or questionnaires used)
- List of medication, if applicable, that impact functioning
- History of academic accommodations and auxiliary aids

- Clear connection between the requested accommodation(s) and the disability or disorder

The documentation requirements at Hinds Community College may differ from other institutions or agencies. Always verify requirements with each entity separately when applying for accommodations.

Qualified and Licensed Professional Must Conduct the Evaluation

Students must provide documentation that meets the following requirements:

- Documentation must be provided by an appropriate, qualified and licensed professional
- The evaluation or assessment must be conducted by a qualified, certified, and/or licensed profession (e.g., medical doctor, psychologist, neuropsychologist, or educational diagnostician)
- The report must include:
 - The professional's full name and title
 - Typed content on official letterhead
 - A clear date and signature
 - Legible (easy-to-read) text

Determination Reasonable Accommodations

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

- Directly related to how the disability affects the student's ability to access college programs
- Not of a personal nature (e.g., SAC does not provide personal attendants or equipment for home use)
- Needed to ensure equal access to educational opportunities
- Does not fundamentally change core course or program requirements
- Does not pose undue financial or administrative burdens on the college
- Does not compromise the health and safety of others

Examples of Unreasonable Post-Secondary Accommodations:

- Unlimited test time
- Reduced coursework
- Transportation services
- Automatic permission to retake tests due to having a disability

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 licensed clinical 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

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 (MDRS)** 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

[Student Accessibility Center](#)

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 601-885-7128

Vicksburg Campus 601-629-6807

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

Email: SACenter@hindsgcc.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. We recognize our responsibility to provide an open and welcoming environment that fosters a culture of diversity, equity, and inclusion for employees and students to collaboratively learn, work and serve our communities. The following have been designated to handle inquiries regarding these policies:

EEOC Compliance: Office of Human Resources, P.O. Box 1100, Raymond, MS 39154; Phone: 601-857-3396 or Email: EEOC@Hindscc.edu

Title IX: Associate Vice President Student Services, Title IX Coordinator P.O. Box 1100, Raymond, MS 39154; Phone: 601-857-3353 or Email: TitleIX@hindscc.edu.

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