

Tulsa Community College Accessibility Resources
Policy on Reinstatement of Recording Accommodations

Purpose

This policy outlines the procedure for students seeking to regain access to their recording accommodation after it has been suspended or revoked due to misuse or violation of the Student Services Agreement.

1. Eligibility for Reinstatement

A student whose recording accommodation has been revoked may request reinstatement after:

The related concern or conduct review has been resolved; and

Any required follow-up actions, training, or sanctions have been completed.

Reinstatement is not automatic and is subject to the review and approval of Accessibility Resources (AR).

2. Student Request for Reinstatement

To regain access to their recording accommodation, the student must complete the **Tulsa Community College Accessibility Resources Recording Accommodation Reinstatement Request Form**.

Request forms may be submitted in person or through the student's TCC email account.

3. Required Meeting

Upon receiving the student's Request form, AR will schedule a mandatory meeting with the student. During this meeting, the staff member will:

Review the original agreement and the violation,

Discuss expectations for responsible use of the accommodation,

Clarify any questions the student may have, and

Determine whether the student is prepared to comply with all terms of the agreement.

Completion of any actions outlined by the Office of Behavioral Intervention & Student Conduct (if applicable).

Failure to complete required steps will delay or prevent reinstatement.

4. Review and Approval

After the student completes all requirements:

The AR staff member will review the request and determine whether reinstatement is appropriate.

5. Reinstatement Conditions

If reinstated, the student must:

Sign a new Student Service Agreement Form, and

Acknowledge in writing that any future violation may result in permanent revocation of the recording accommodation.

AR reserves the right to place additional reasonable conditions on reinstatement to ensure policy compliance.

6. Final Decision

Decisions regarding reinstatement are made by Accessibility Resources.

If the violation involved a conduct investigation, AR may consult with the Office of Behavioral Intervention & Student Conduct before finalizing reinstatement.

All decisions are final unless new information emerges that materially affects the case.

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Recording Accommodation Reinstatement Request Form

Student Name: _____

TCC ID Number: _____

Phone Number: _____

TCC Email: _____

Date of Request: _____

Section 1: Reason for Revocation

(To be completed by the student)

Please describe the circumstances that led to the revocation of your recording accommodation.

Section 2: Acknowledgment of Violation

Please explain what you understand about the policy violation and why the recording accommodation was revoked.

Section 3: Reflection and Learning

What have you learned from this situation, and how will this influence your future use of recording accommodation?

Section 4: Compliance Plan

Describe the steps you will take to ensure full compliance with the Recording Accommodation Student Agreement and all relevant TCC policies moving forward.

Section 5: Additional Documentation (Optional)

If you would like to provide any additional information or documentation to support your request, please attach it or describe it here.

Student Certification

By signing below, I confirm that the information provided in this request is accurate and complete. I understand that submitting this form does not guarantee reinstatement and that I may be required to complete additional steps, including meeting with Accessibility Resources staff.

Student Signature:

Date: