

DOCUMENTING, REQUESTING AND RECEIVING ACCOMMODATIONS FOR ACCESSIBILITY SERVICES

DIVISION: ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT

DEPARTMENT: COUNSELING AND STUDENT SUPPORT SERVICES

SUPERVISING STAFF MEMBER: ACCESSIBILITY COUNSELOR

FINAL APPROVAL: DEAN OF ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT

APPROVAL DATE: SEPTEMBER 4, 2013

- A. In order to receive accommodations at Luzerne County Community College, students must provide written documentation of their disabilities in accordance with the following guidelines prior to the start of the semester or as soon as the need arises. Requests for accommodations should be made as early as possible so that the College can adequately prepare to accommodate the student.
- B. All documentation pertaining to a student's disability will be maintained in the files of the Counselor of Accessibility Services. Existing College policy will be followed regarding release of information as outlined in the Family Education Rights and Privacy Act (FERPA).
- C. The documentation must consist of a current evaluation by an appropriately licensed or certified professional (for example, a doctor, ophthalmologist, audiologist, rehabilitation professional, or psychologist) and describe the current impact of the disability. Specifically, the documentation should include:
1. A statement identifying the disability as diagnosed, date of current evaluation, and date of original diagnosis;
 2. A description of the diagnostic criteria and/or diagnostic test(s) used;
 - Methods used should be congruent with the disability and current professional practices

- Sufficient detail should be provided so that a professional colleague may understand the diagnosis and its significance in the diagnostic process
3. An explicit description of the current functional impact of the disability;
 - Current impact will be determined in relation to the typical progression of the disability and the applicability of the information to the current context of the request for accommodation
 4. A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in relieving the impact of the disability;
 5. The predictable need for reevaluation;
 6. The credentials of the diagnosing professional(s);
 - Information describing the certification, licensure, and/or professional training of individuals conducting the evaluation should be provided

D. Students must submit this documentation to the Counselor of Accessibility Services.

E. The Counselor of Accessibility Services will review and evaluate the documentation provided in order to confirm the disability and to determine appropriate accommodations. Once the documentation has been received, the Counselor of Accessibility Services will notify the student that his or her

- documentation has been received and evaluated and note if additional documentation is necessary at this time.
- F. The Counselor of Accessibility Services will then meet with the student to discuss appropriate accommodations and explain the procedures for receiving those accommodations. Students must meet with the Counselor of Accessibility Services to discuss the need for accommodations requested upon initial enrollment at the College and for each subsequent semester of enrollment.
 - G. Accommodations are individualized for each student and may include extended testing time, assistive devices to provide access to the classroom, or other services that will address the accessibility needs of the student.
 - H. The Counselor of Accessibility Services will communicate the accommodations identified as necessary for the student to the counselor of record and also maintain ongoing communication with the counselor regarding accommodations.
 - I. The Counselor of Accessibility Services will respond to the initial accommodation request within ten (10) working days of receipt of the request.
 - J. If accommodations in the classroom will be provided, the Counselor of Accessibility Services will prepare letters for students to submit to their instructors.
 - K. Students must submit these letters to their instructors and should discuss their accommodations with their instructors at this time.
 - L. The Counselor of Accessibility Services will contact the student during the semester to monitor the accommodations services as needed.

- M. At any time, if the accommodations determined to be reasonable and appropriate by the Counselor of Accessibility Services are not being made, the student must contact the Counselor, who will take necessary action to make sure the accommodations are provided. If the student finds these accommodations unsatisfactory, the student may request a review by the Dean of Enrollment Management and Student Development.
- N. The College has adopted an internal discrimination complaint procedure outlined in the College Catalog, which provides for prompt and reasonable resolution to complaints alleging discrimination on the basis of age, sex, disability, race, religion, creed, national origin, veteran status, or political affiliation. Complaints of discrimination based on disability may be addressed by contacting the Section 504/ADA Coordinator Rosana Reyes.