

## **Americans with Disabilities Act Accommodations Request Procedures**

Students with disabilities who require disability-related accommodations must make their requests in writing. For this purpose, an [application](#) can be obtained from either Paul White's office (Old Main, Room 33) or downloaded from this website. Applications must be returned to Paul White's office or emailed to him at [whitepm@lakeland.edu](mailto:whitepm@lakeland.edu).

All requests should be made in a timely fashion to allow Lakeland College time to review the requests and provide the approved accommodations. Generally, requests should be made a minimum of two weeks in advance of the accommodations needed. If the requests involve outside resources (e.g., special equipment, textbook taping, etc.), more notice may be necessary before the accommodations can be provided. After the application has been reviewed, you will be contacted about the status of your application.

Paul White, the Director of the Academic Resource Center, is available to advise students on possible accommodations appropriate for their individual circumstances.

### **Documentation Process:**

All applications must be accompanied by the [required documentation](#).

A DSM-IV-TR Diagnosis of ADD/ADHD or LD must be made by:

- A Ph.D. level Clinical or Counseling Psychologist; or
- A Medical Doctor

An Educational Diagnosis of ADD/ADHD or LD must be made by:

- A Ph.D. level Clinical or Counseling Psychologist; or
- A state-licensed and certified School Psychologist

To be eligible to receive services, the student must submit a request accompanied by the appropriate documentation of the student's disability. In cases involving a learning disability, this will require:

- A psychological assessment by a licensed and accredited educational psychologist or psychiatrist, **and**
- An education performance assessment, **and**
- An evaluation pertaining to the specific type of learning disability involved.

All evaluators contributing assessment information must be licensed/accredited in the area they are assessing or evaluating. The documentation of a learning disability must include:

- A clear statement of the DSM-IV-TR diagnosis of the disability or impairment
- A summary of procedures and instruments used to make the diagnosis
- A summary of the evaluation results, including standardized scores (e.g.: WAIS-III, Stanford-Binet)
- Past and present symptoms that meet criteria for diagnosis
- Medical history relating to current use of medications on the student's ability to meet the demands of the academic program
- A statement of the impact and limitations on the student's academic performance caused by the disability
- Recommendations for accommodations.

The diagnosis must be current ( within the last three years) unless the Accommodations Review Committee extends that time period.

### **Review Procedure:**

Once the documentation has been received or is on file supporting the student's written request for ADA accommodations, the Director of the Academic Resource Center will review the request and forward it to the [Lakeland College Accommodations Review committee](#) (LCARC). The Director of the Academic Resource Center, who will summarize the basis for the request and make and present a recommendation concerning the request to the LCARC. The LCARC

will have access to all of the documentation pertaining to the student's request for accommodations.

ADA accommodations will be individually determined, and may include, but are not limited to:

- A reduced course load
- Alternative exam formats
- A quiet environment for test taking
- Note taking services
- Textbooks on audiotape

Accommodations determined by the LCARC will be continuous for the student, unless a new review is recommended by the coordinator of Disability Services. All additional requests for additional accommodations or for modifications of existing accommodations must be approved by the LCARC.

**Resubmission Procedures:**

Students who are denied accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation. Those who have scheduled assessments or medical examinations in order to obtain more relevant documentation may request temporary approval of accommodations pending the timely receipt of assessment information by the LCARC.

**Appeal Process:**

Appeals of the LCARC's decisions must be in writing and contain all relevant documentation. Appeals must be submitted to the Director of the Academic Resource Center within 14 calendar days of the student's receipt of the LCARC's decision. The Director of the Academic Resource Center will forward the student's appeal to the Vice President of Academic Affairs (or designee), who will make the final decision on the appeal. The student will be notified of the appeal decision within 14 calendar days.