



I. **PURPOSE**

This policy explains the process and procedures for receiving, evaluating, developing and implementing student requests for disability accommodations.

II. **UNDERLYING PRINCIPLES**

LESC is committed to providing opportunities for all qualified students to participate in its programs, including students with disabilities who need reasonable accommodations. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic and technical standards requisite to admission, participation and completion of our programs.

A reasonable accommodation is an accommodation that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs, creating a threat to others or placing an undue burden on the institution.

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs but LESL does not provide personal assistants such as aides who help with dressing, feeding and the like.

A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking or learning.

III. **SCOPE**

LES Students with Disabilities

IV. **PROCEDURE FOR REQUESTING AN ACCOMMODATION**

**To whom should the request be made?**

All requests for reasonable accommodation must be submitted to the Director of Education (the title of the individual in charge of accommodation requests may vary by campus). While a student may discuss a possible accommodation with any faculty or staff member, students should be aware that faculty and staff are not authorized to provide accommodations. All inquiries from students about reasonable accommodation should be directed to the Director of Education.

**When should the request be made?**

Students are urged to request any accommodation at least 6 weeks before it is needed. If a student will need an accommodation to succeed in a class, the accommodation should be requested at least 6 weeks before the class begins, whenever that is possible (and earlier if that is feasible). LESL makes every effort to process accommodation requests quickly and efficiently. However, students should be aware that it usually takes 6 to 8 weeks and at times longer, to complete the process of requesting, reviewing and putting in place an accommodation. Students should also be aware that if a failure to request an accommodation in a timely fashion leads to poor grades, the student's prior coursework might not be reexamined or grades expunged. Accommodations will not be provided unless they are requested by the student or applicant, using the procedures described below.



**How is the request made?**

To obtain an accommodation, a student or applicant should submit a Request for Accommodation form to the Director of Education (the title of the individual in charge of accommodation requests may vary by campus). The first page of the form is completed by the student or applicant, providing a description of the disability and the accommodation requested, as well as a release allowing LESC to share information about the disability with others at LESC who need to know about it, for example to help decide how best to provide an accommodation or to assist in providing the accommodation. With this form, the student or applicant must also submit information from a physician, licensed health care provider or other licensed appropriate diagnostician who has examined and treated or evaluated the student/applicant and can provide an assessment of the disability and needed accommodation. This assessment must have been made within the past three years and should verify the nature of the disability, the functional limitations resulting from the disability, an assessment of the impact of the disability on the individual's ability to participate in our programs, the timeframe for the accommodation and must clearly substantiate the need for any accommodation requested.

**V. EVALUATION OF ACCOMMODATION REQUESTS**

**Evaluating the Request**

In most situations, the Director of Education (the title of the individual in charge of accommodation requests may vary by campus) will meet with the student or applicant to discuss the accommodation request. In some circumstances the Director will request additional information or ask the student to permit the Director's office to talk with the professional who provided an assessment of the student or applicant. The Director's office will evaluate the request to determine whether the individual has a disability and whether the accommodation requested can be provided safely, effectively and without changing the essential requirements of our programs or placing undue burden on LESC.

At times, when a student or applicant requests a particular type of accommodation, LESC may explore with the student or applicant the possibility of providing another form of accommodation which would still permit the student to participate fully in our programs. LESC may choose to provide an accommodation, even if it is not the student or applicant's first choice, if the accommodation is expected to be effective in allowing the student to participate in our programs. LESC may also explore with the student or applicant the possibility of obtaining an accommodation through a State vocational rehabilitation program. Two students with what may seem to be similar disabilities may be provided with different accommodations based on what is needed in each individual situation to permit the student to participate fully in our programs.

**Decisions**

The Director of Education (the title of the individual in charge of accommodation requests may vary by campus) will inform the student or applicant of the Director's decision about whether to grant or deny the accommodation or provide a different accommodation.



**Appeals**

A student or applicant whose request for accommodation is denied or who is granted a different accommodation than is sought may appeal that decision to the Executive Director or Campus President. Any appeal should be put in writing and submitted promptly along with a copy of the paper work used to request the accommodation. The appeal should state clearly why the student or applicant still believes that he or she should be provided the accommodation sought. Students granted a different accommodation than they first sought are encouraged to try the alternate accommodation while appealing the decision.

**Confidentiality**

Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist LESC in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodations will be kept separate from other files and only made available to personnel with a need to access the files.

VI. **IMPLEMENTATION OF APPROVED ACCOMMODATIONS**

**Implementation Plans**

The Director of Education (the title of the individual in charge of accommodation requests may vary by campus) will formulate a course of action for implementing an approved accommodation and for providing information as needed to faculty and others with a need to know about the accommodation.

**Making Adjustments to Approved Accommodations**

At times, adjustments to an accommodation may become necessary, for example, when the accommodation is interfering with the ability of other students to benefit from our programs, the accommodation has become a waiver of an essential element of the program, it no longer seems to be effective or it is no longer necessary. Students who believe an accommodation should be adjusted should notify the Director of Education (the title of the individual in charge of accommodation requests may vary by campus) promptly and submit a revised Request for Accommodation form and documentation.

**Raising Concerns**

Any other questions or concerns anyone may have about a disability accommodation should be directed promptly to the Director of Education (the title of the individual in charge of accommodation requests may vary by campus). Any student or applicant who believes they have been harassed or discriminated against on the basis of disability may file a grievance under the procedures outlined in the student handbook.