
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: DISABILITY SERVICES

NUMBER: PRO 4-16

REFERENCE: Rule 4.08

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I. PURPOSE

To provide guidelines for services for students who meet the definition of disability stated in Rule 4.08 (Disability Services).

II. PROCEDURES FOR ACCESSING AND PROVIDING DISABILITY SERVICES

To receive services through the Office for Student with Disabilities (OSD) the individual must be an admitted credit-seeking student at Lake-Sumter State College or a student of an LSSC non-credit program. The procedures for accessing and providing disability services are as follows:

- a. The student is responsible for applying to the College or registering for the non-credit program.
- b. The student requesting accommodations due to a disability under his or her own initiative, will schedule an intake appointment with a an OSD representative. This meeting may take place at any LSSC campus. At the time of the intake appointment the OSD representative will:
 1. Conduct an intake interview with the student to learn about the student and the disabling condition(s);
 2. Provide information regarding documentation requirements necessary to qualify for services through the OSD;
 3. Describe services and accommodations offered through the OSD;
 4. Provide the student with an application for services through the OSD;
 5. Determine if the student is working with other service providers and has appropriate release forms signed for LSSC to contact and obtain information from such providers;
 6. Provide information regarding disability law and grievance procedures;
 7. Provide the student with the opportunity to register to vote;
 8. Refer the student to career/vocational services if necessary.

- c. The student will provide current documentation of his or her disability, in writing from a qualified professional, four to six weeks before services are needed. Appropriate clinical documentation should substantiate the disability and present adequate evidence on the functional impact of the disability, to establish a rationale supporting the need for accommodations. Documentation must be on professional letterhead, signed, dated and include a licensure number. Documentation should also include recommendations regarding appropriate and reasonable accommodations and services that could support and assist the student in his or her academic coursework. The OSD will make the final determination of appropriate and reasonable accommodations to assist the student in developing a service plan. For conditions that are subject to change over time (including health related disorders, learning disabilities and psychological disabilities) the student may be asked to provide updated documentation for his or her file on an on-going basis for accommodations to be continued.
- d. Reasonable accommodations are arranged from the time that the student completes his or her file with the OSD and no accommodations will be provided retroactively. Though a student can request an accommodation at any time, LSSC requires four to six weeks' notice to effectively implement accommodations. For students needing sign language interpreters or books in alternative format, the full six weeks' notice is usually necessary.
- e. The student has the responsibility each semester, to decide whether he or she wants to continue services through the OSD. If the student decides he or she needs services for that semester, the need must be communicated to the OSD by phone, e-mail, or in writing. The OSD will generate an "Instructor Notification Letter" (INL) that explains to each instructor that the student has properly registered with the OSD, provided adequate documentation of his or her disability to establish eligibility for services. The INL also provides the instructor a list of accommodations to which the student is entitled. Due to confidentiality issues, the INL will not disclose the student's specific disability information or diagnosis. It is the student's responsibility to deliver an INL to each of his or her instructors and to discuss how each accommodation will occur.
- f. The student should communicate and seek help from the OSD if problems occur at school or in other areas which might jeopardize success in school. If, for any reason, a student is unable to complete a course for which an accommodation has been made, the student is responsible for informing the OSD that he or she is no longer in need of the accommodation that has been arranged.
- g. Over the course of the student's enrollment at LSSC, the OSD will provide or make available to any student registered with the OSD, the following services to enhance the possibilities for his or her success:
 - 1. Academic and Career advising;
 - 2. Referral to community agencies and services;
 - 3. Advocacy with faculty and others involved in providing accommodations;
 - 4. Communication with service providers working with student;
 - 5. Information regarding disability law and self-advocacy.

- h. The student is encouraged to utilize the services noted above but is free to reject the services while still receiving accommodations for which he or she is eligible.
- i. If a student has a disability that significantly impairs his or her ability to accomplish a required course, the student can meet with the Sr. Manager of the OSD to discuss and examine his or her individual case and explore possible options. Based on relevant information obtained from the student, his or her instructor, applicable outside sources, and current disability documentation, it may be recommended that the student attempt the course with appropriate accommodations or make a formal request for a course substitution. The procedure for submitting a course modification or substitution request is in the "Request for Reasonable Modification/Substitution for Eligible Students with Disabilities" section of the LSSC Administrative Procedures Manual PRO 4-18.
- j. Providing reasonable accommodations for an eligible student, registered with the OSD, is the responsibility of each department and unit service area at LSSC. Each department and service area is responsible for purchasing usual and customary supplies, services, and equipment that may be required for the implementation of accommodations within their areas of responsibility. Financial support for items beyond "usual and customary supplies," may be requested in writing from the OSD in a reasonable time frame.
- k. Any student recovering from the abuse of alcohol and/or drugs, or who is in a treatment program to assist with his or her recovery, is provided limited protection by the ADA and may be eligible for services and accommodations if the student is not "currently engaging" in the illegal use of drugs and alcohol. Although dependency and abuse disorders may be protected by the ADA, the use of any illegal substance and illegal or inappropriate behaviors related to that use are not an involvement in such may lead to disciplinary action and the student's services may be reviewed on a case-by-case basis for continuance.
- l. Any student at LSSC with a disability who believes that he or she has not received fair treatment regarding disability accommodation and/or accessibility is encouraged to first meet with the Sr. Manager of the OSD to discuss problems he or she is experiencing. An earnest attempt will be made to find a valid solution, within the limits of the law. If the student continues to believe that the issue is not satisfactorily resolved, he or she may file an appeal through the Student Administrative Appeals Committee, request a meeting with the LSSC Equity Officer, and/or seek support through the Governor's Commission on Disabilities (by calling (850) 487-3423).

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