



DISABILITY SUPPORT SERVICES:

**Access and
Academic
Accommodations**

STUDENT RESOURCE

START HERE | GO ANYWHERE

Lehigh Carbon
COMMUNITY COLLEGE

Contacts

Appointments can be scheduled with Disability Support Services by contacting one of the following sites:

- **LCCC Main Campus 610-799-1154 or 1156**
- **LCCC Allentown 610-799-1154 or 1156**
- **LCCC Jim Thorpe 610-799-1154 or 1156**
- **LCCC Tamaqua 570-225-7019**

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Introduction

Lehigh Carbon Community College's (LCCC) Disability Support Services (DSS) office is committed to providing reasonable accommodations to qualified students with disabilities to ensure that they have an equal opportunity to succeed and participate in their college career. LCCC strives to provide equal access to all of its programs and college wide offerings.

DSS at LCCC provides support to students with registered disabilities in compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, 1990, and ADA Amendments Act 2008.

In addition to providing accommodations to students with registered disabilities, the college offers a comprehensive support program called SEED, for students interested in a college experience to master skills in transition, academic, and/or career areas. Additional information about SEED can be found on **www.lccc.edu** under Student Experience and Disability Support Services.

If you need one-on-one assistance with DSS, please feel free to call 610-799-1154. DSS is located in Science Hall, Room 150.

Note: All students in traditional degree seeking programs, including those with disabilities, are responsible to meet the requirements outlined in the college catalog and in the "LCCC Code of Student Conduct" policy.

Keys to success in pursuing an education at LCCC are to:

- **L**aunch in to preparation and plan for college.
- **C**hoose to know personal strengths and weaknesses.
- **C**all for assistance when necessary.
- **C**hase opportunities for academic and extracurricular activities.

How is a student eligible for accommodation services?

Lehigh Carbon Community College's Disability Support Services (DSS) provides access and academic accommodations for qualified students. A qualified student is one who meets the requisite academic standards for admission or participation in college programs/activities. An accommodation is an alternate way of displaying, conveying, or communicating knowledge or mastery of an objective in a course, and cannot lower the standards of a course or program. In order to be eligible for accommodations, the following will take place:

1. The student will schedule an intake interview to disclose a disability with the DSS Office by calling 610-799-1154 or 1156.
2. The student will present appropriate documentation indicating the nature, extent, and functional limitations of the disability (see the "What is appropriate documentation?" section of this booklet).
3. The Disability Learning Specialist will review the documentation to determine whether the disability is substantially limiting and the student is eligible for accommodations.
4. If accommodations are deemed appropriate, the Disability Learning Specialist and the student will sign an "Accommodation Memo."
5. The student will present the Accommodation Memo to faculty who will assist the Disability Learning Specialist and the student in implementing the accommodations.
6. Students, faculty, and DSS will maintain an interactive, working relationship to appropriately accommodate students with documented disabilities.
7. Students are responsible for obtaining their accommodations for each individual semester.

For students interested in a comprehensive transition program ending in a Certificate of Completion rather than an Associate's Degree, there is the SEED program. The career track component of SEED is available for students who are unable to meet the requisite academic standards for a degree seeking major and require an individualized vocational training program. Additional information about SEED can be found on **www.lccc.edu** under Student Experience and Disability Support Services.

What is appropriate documentation?

General Guidelines

- Documentation should be typed or handwritten legibly on letterhead stationary or be in report form.
- Documentation should include the following:
 - ☐ A clearly stated diagnosis of a disability with DSM 5 and/or ICD 10 codes.
 - ☐ The student's functional limitation in various environments (i.e., academic, employment).
 - ☐ How the student's functional limitations were determined. If objective testing was completed to determine diagnosis, information regarding the testing utilized and the results of the testing is required. For example: aptitude/achievement, condition specific (anxiety, depression, ADHD), and/or neuropsychological testing.
 - ☐ The signature, printed name, title, and professional credentials of the evaluator.
 - ☐ The date of the evaluation.
- Documentation must be a comprehensive assessment addressing the ability to function in an academic environment. An IEP/504 plan may not be sufficient documentation by itself. The IEP may be included to support other evaluations conducted or other medical documentation.
- The documentation guidelines are given to assist the student in obtaining appropriate documentation from qualified professionals to support accommodation requests in a postsecondary academic program.
- Disability Support Services faculty/staff will utilize the submitted documentation along with the student's self-report to determine whether the condition is disabling, whether the documentation supports the requested accommodations, and appropriate accommodations on a case-by-case basis.

- To assist with this process, a Verification of Disability Form is available for treatment providers to complete. This can be found either online at <https://www.lccc.edu/student-experience/disability-services/what-is-appropriate-documentation> or by calling 610-799-1154 to request a copy be sent via e-mail, mail, or fax.

What are the student's responsibilities when requesting accommodations?

- Plan early and make accommodation requests through Disability Support Services (DSS) as soon as possible. The review process as well as the coordination of services will impact the time needed to prepare the services/accommodations requested. DSS will make every effort to respond to a self-disclosed and documented need of an accommodation within a reasonable amount of time from the request.
- After the accommodation request is approved, the student is responsible for discussing the accommodations and how they will be arranged with each individual instructor. The student is encouraged to meet with each instructor within one week of signing the Accommodation Memo. Accommodations will not take effect until the student has reviewed and discussed them with each professor.

Note: Accommodations are not retroactive and cannot be applied to previously submitted work.

- Students are encouraged to meet with their Disability Learning Specialists when changes are required to the initial accommodation request.
- Students participating in a jointly offered program between Lehigh Carbon Community College (LCCC) and another college must follow eligibility criteria at LCCC and follow accommodation procedures at the institution offering the class.
- All students requesting accommodations are held to the policies and regulations set forth in the college catalog and the "LCCC Code of Student Conduct" policy.

What general services are available?

Admission Assistance

1. Students should follow the college procedures for admission and registration. For enrollment information, contact the Admissions Office at 610-799-1575 or go to www.lccc.edu and click on the Admissions tab.
2. Lehigh Carbon Community College (LCCC) requires placement testing in Math, English and Reading to determine appropriate placement in college credit courses. The computerized assessment tests are user-friendly, convenient, and not timed.
3. To schedule a testing appointment, students at the:
 - **LCCC Main Campus** can log onto www.lccc.edu (Academics>Academic Advising>Placement Testing) and click on the “schedule my Main Campus Appointment” link.
 - **Donley Center** can call 610-799-1940 or log onto www.lccc.edu (Academics>Academic Advising>Placement Testing) and click on the “schedule my Donley Site-Allentown Appointment” link.
 - **Jim Thorpe – Carbon site** can call 570-669-7010.
 - **Tamaqua – Morgan Center** can call 570-668-6880.

A student may be exempt from one or more of the placement tests based on the criteria LCCC has set. For a listing of exemptions, go to **www.lccc.edu** (Academics>Academic Advising>Placement Testing>Exemptions).

4. Technology is available for completing the placement test as needed. If a student requires technology to assist them in seeing the computerized examination, they should contact Disability Support Services (DSS) at 610-799-1154. Documentation of the disability must be submitted before technology related accommodations are provided.

Assistance with Advisement

1. Students with disabilities are encouraged to be part of the college's academic advisement procedures which include students being assigned to advisors based upon their particular career path. To schedule an appointment with Academic Advising, the student should call 610-799-1137.

LCCC recognizes that students with disabilities may require additional advisement to coordinate requested academic and/or access accommodations. If this is the case, the student should make an appointment with a Disability Learning Specialist at his/her campus location.

Counseling

The life of a college student is a busy one--balancing obligations to work, family, friends, and school. It can feel overwhelming at times, even just knowing where to start. LCCC Counseling Services works with students to navigate the challenges of being a busy student in an even busier world. Their counselors have the training and experience to walk you through some of the challenging transitions that occur during college. They are here to help! The Counseling Services main office is located on the Schnecksville campus in the Student Services Center, Room 126. Counselor appointments are also available at the Donley, Morgan and Jim Thorpe sites. Please call 610 799-1895 or e-mail counselingcenter@lccc.edu with questions or to schedule an appointment.

Educational Support Services

Educational Support Services provides a variety of free services to help students discover their individual academic skills and to become self-sufficient, independent, life-long learners.

Many of the services are offered in the Educational Support Center on the Schnecksville campus and other college locations. Services are offered by Disability Learning Specialists, Career and Technical Education learning specialists and professional and peer tutors. The services include individual assistance with study skills, time management and organization skills, test taking skills, and training on adaptive technology. If you require additional information and/or assistance, please call 610-799-1156 **or 1154.**

Limitations of Disability Services

Students are responsible for obtaining their accommodations for each individual semester. Accommodations are not retroactive and cannot be applied to previously submitted work.

Accessing Campus Facilities

Students are encouraged to visit the campus course sites for a tour of the facilities. If you would like a guided tour, this can be arranged by contacting Admissions at 610-799-1575 or emailing admissions@lccc.edu. If you would like to visit the campus on your own and review access accommodations, you can download a campus map by visiting [LCCC's Main Campus webpage](#) or typing the following URL into your browser: <https://www.lccc.edu/about-lccc/campuses/main-campus>.

Accessible Parking

Accessible parking is available at all Lehigh Carbon Community College (LCCC) sites; however, not all are close to buildings.

- All parking lots at LCCC Main (Schnecksville) are accessible.
- Accessible parking is available at LCCC Jim Thorpe and LCCC Tamaqua.
- Parking at LCCC Allentown is available in city public lots, private parking lots, or on-street parking.
- Personal vehicles can be registered at the Security Office (SSC 01).
- Vehicles parked in designated accessible spaces must display a state-issued placard or plate. Students desiring state-issued placards or plates must contact the PA Department of Transportation, Department of Motor Vehicles, P.O. Box 68268, Harrisburg, PA 17106-8268. Students can either download the Person with Disability Parking Application form <https://www.dot.state.pa.us/Public/DVSPubsForms/BMV/BMV%20Forms/mv-145a.pdf> or obtain a paper application by visiting their local Social Security Office.

Emergency Evacuation

Students are responsible for responding to the various alarms indicating that a fire and/or a lockdown is in progress. Students should follow the instructions provided by LCCC faculty/staff.

Emergency exits routes are posted in all classrooms, labs, and office suites. If the student will require assistance in an emergency evacuation,

this should be discussed with the student's faculty and Disability Learning Specialist. When necessary, LCCC security will be notified of the student's need for assistance during an emergency evacuation.

Facilities

Lehigh Carbon Community College (LCCC) is committed to ensuring that all students, faculty, staff, and community members have equal access to LCCC's facilities, in accordance with LCCC Policy.

Automatic doors are installed on several doors across the Schnecksville and other campus sites. ADA compliant bathrooms are also available. In addition, most campuses have at least one non-gender specific bathroom.

Personal Care Attendants

LCCC does not provide attendant care services. Students with disabilities who desire or need personal care assistance are responsible for recruiting, hiring, training, supervising, compensating, evaluating, and, if necessary, terminating any attendants. Attendants providing a class or life-sustaining function may be present with the student at any time at any college site. However, the attendants' role is to assist the student, and they should not participate in class. The college will not be responsible for the management of any attendants, nor will the college staff mediate or intervene with any conflicts between the person in need and the attendant.

Room Access

The student must notify Disability Support Services (DSS) of possible problems regarding room locations prior to the start of the semester. Every effort will be made to respond to the request within a reasonable amount of time.

Seating Accommodations

Students registered with DSS are responsible for informing their Disability Learning Specialist of seating accommodation needs. It could take up to two weeks to fulfill a facility change. Students who require seating considerations but who are not registered with DSS should contact Maintenance and Facility Operations at 610-799-1114.

Service Animals Policy and Procedure

This policy and procedure addresses the use of service animals by individuals with disabilities on the grounds of the Lehigh Carbon Community College (LCCC) and presents a standard of behavior for both animal and student, faculty and staff who are in proximity to the animals. It is the intention of LCCC to meet the needs of the entire LCCC community in an atmosphere characterized by inclusion, open communication, and personal concern.

Policy Statement

LCCC is committed to accommodating individuals with disabilities who use a service animal while on campus.

Definition

According to ADA, service animals are defined as dogs and/or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs and miniature horses whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Procedure

1. Documentation Requirements

If requested, the owner of a service animal must show proof that the animal has met the following regulations:

- a) Licensing:** As appropriate, the animal must meet licensing requirements and wear license tags.
- b) Health records:** As appropriate, the animal must have a health statement, including vaccinations from a licensed veterinarian, dated within the past year. Preventative measures must be taken for flea and odor control.

2. Notification

The owner must notify LCCC Security of the presence of a service animal on campus. For academic classroom activities, Disability Support Services is the appropriate office (610-799-1154). If it is unclear whether or not the animal is a service animal rather than a pet, the owner may be asked about the services provided by the animal.

3. Behavior of Service Animals

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

A person with a disability cannot be asked to remove his service animal from the premises unless:

1. the animal is out of control and the handler does not take effective action to control it or
2. the animal poses a direct threat or
3. the animal is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Relief Areas

Relief areas on the campus include the nearest grassy areas outdoors. The owner is responsible for cleaning up after the animal defecates and for disposing of the feces. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so. However, these individuals are to notify the security (610-799-1169) or physical plant personnel (610-799-1114) if the animal relieves itself.

Emergency Situations

In the case of an emergency, security should inform emergency and public safety personnel that there is a service animal on the premises. Every effort should be made to keep the animal with its owner. It may be necessary to leave the animal behind in certain disaster situations.

Conflicting Disabilities

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. Should individuals with conflicting disabilities take the same class, DSS should be notified so that staff can make necessary arrangements to resolve the conflict.

Transportation

It is the student's responsibility to obtain transportation to the campus.

Students are responsible for scheduling classes within their transportation schedule.

For information about public transportation in Lehigh County, call LANTA Transportation at 610-776-7433/TTD 610-432-8505 for bus schedules. LANTA Transportation also offers LANTaVan, a door-to-door shared ride (or paratransit) service at 610-253-8333, but you must apply and meet eligibility requirements.

For information about transportation in Carbon County, call Carbon County Community Transit (CCCT) at 570-669-6380 and, in Schuylkill County, call STS at 570-429-2701.

In addition, LCCC offers a northern tier shuttle service from the Tamaqua and Jim Thorpe campuses to the Main campus and back. To view the shuttle schedule, go to www.lccc.edu and enter **shuttle** in the search engine. To reserve a spot on the shuttle, call the front desk at Tamaqua (570-225-7019) or Jim Thorpe (610-379-8413).

TTY and PA Relay System

College offices can be accessed by TTY through the Pennsylvania Relay System by calling 1-800-654-5984.

Procedures for frequently requested accommodations

Accommodations may not compromise and/or lower the standards of any course, program, or requirement. However, accommodations are necessary and permissible to provide students with equal access to their course material, program, and/or activity. In this section, procedures have been spelled out for implementing the most common accommodations.

Extended Test Time and Distraction-Reduced Environment

1. Students should inform their professors whether they will take exams/quizzes in the Testing Center (SSC 125) or in an Educational Support Center testing room.
2. Students should let their professors know the amount of time they will be given to take their tests based upon the extended time recommended in the accommodation memo.
3. Disability Support Services (DSS) encourages students to take the test at the same time as the scheduled class.
4. All arrangements discussed with the professors should be followed.

Note-Taker Services

DSS uses a peer volunteer note-taking system and supports note-taking services only when the student attends class. In accepting notes, the student agrees to use the notes for personal study only. Notes may not be sold or given to others.

Procedure for requesting note-taking services:

1. The student who requests a note taker must communicate this need to the instructor and request assistance in locating a volunteer.
2. The volunteer note taker is given access to college copiers or uses NCR (non-carbon release) paper.
3. The student is responsible for requesting and obtaining NCR paper for the volunteer note taker as needed.
4. Class notes submitted to DSS will be held until the end of the semester, at which time they will be discarded.

Recorded Lectures

Students must notify instructors regarding the use of this accommodation. Recorded notes are within the jurisdiction of copyright legislation. The records are for personal accommodation only and may not be shared, copied, or duplicated. Students must sign a "Recording Agreement" form which identifies the student's responsibilities when recording lectures.

Sign Language/Interpreting/Captioning

Specialized accommodation requests (i.e. ASL interpreter, E-text) are arranged on a case-by-case basis. Disability Support Services (DSS) will need advanced notice (at least 4 weeks) to ensure that the accommodation will be available at the start of class. The four- week timeframe allows DSS to create a Service Contract for the sign language/interpreting/captioning provider.

Test Reader, Test Scribe

Every effort is made to utilize assistive technology in meeting a student's needs, as this will most closely mimic what a student will experience on a job. To that end, we use various technologies to support students who might need a test reader and/or test scribe. To obtain the use of this technology during testing, students should make sure they provide a current Accommodation Memo to their professors.

Based upon their specific needs, students may take their tests in either the Testing Center and/or the DSS testing rooms.

Accommodations, other than those listed in this section, are available on a case-by-case basis.

Accommodations Appeal Process

This appeal process shall apply to situations where a student has actively participated in the accommodation process and the request has been denied. An accommodation will not be considered reasonable if it fundamentally alters the nature of a service or program. We encourage students to have open discussions with the Learning Specialist to help ensure success. Additional support is available at cost in the SEED and SEED AAchieve programs.

Students who disagree with provided accommodations must first discuss concerns with the Learning Specialist who provided the Accommodations Memo. Students should also bring any concerns with faculty or staff to their assigned Learning Specialist. Students may request accommodation revisions during the semester in this manner.

If the complaint is not resolved, students should appeal within two weeks of receiving the accommodations. This should be done in writing and include the accommodation, initial reason for denial, and reason why it should be approved. This will be reviewed by the Director of Learning Support within 5 working days and the student will receive a response in writing.

If still unresolved, the decision may be appealed to an ad-hoc committee that may be comprised of the Dean of Student Support and Success, DSS service faculty and any applicable faculty or staff. The student will need to provide permission for any private documentation to be reviewed within the committee. A decision will be provided in writing within 14 working days and is the final decision.

Please see the college website for the most updated policies and procedures at: <https://www.lccc.edu/current-students/college-policies/student-policies-procedures>

If the student believes he/she has experienced discrimination, a complaint should be filed with the Compliance Officer in the Department of Human Resources within 10 days after the ad-hoc committee's decision. Complaints can also be registered with the Ombudsman by calling 610-295-5168 Monday through Friday from 8:30 am to 5 pm. Discrimination complaints will follow the campus policy in the *LCCC Policy Manual*.



Visit our Website at www.lccc.edu

This booklet is available in alternate formats.

Call 610-799-1154 for additional information.

The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107. PERM43-II (5/24/2018)