

Disability Services: Obtaining Accommodations:

How to Obtain Accommodations

Step 1: The student submits a Disability Notification Form to the Disability Services Specialist along with documentation from a qualified professional in a timely manner. This form may be obtained from our website at:

New students to LTS are encouraged to have this form completed within the first week of each semester. The documentation must be current (the evaluation must have been completed within the last 3 years) and comprehensive. Proper documentation will typically include a history, evaluation, diagnosis, an explanation of the functional limitations that the disability has on major life activities, and a list of recommended accommodations. The Disability Services Specialist at LTS follows the documentation guidelines set forth by the Educational Testing Service. These guidelines can be found at: <http://www.ets.org/disabilities/evaluators/documentation/>

Step 2: Ms. Beth Grimm, who serves as the Disability Services Specialist, reviews the provided documentation, and then contacts students requesting accommodations to engage in a dialogue with them to determine what appropriate accommodations may be given according to the nature of the student's disability, in keeping with the federal laws on disability and their application to institutions of higher education.

Step 3: The Disability Services Specialist will meet with each student by appointment. Prior to this meeting, the student must email the Disability Services Specialist a list of his/her course numbers and professors names. Each student is then emailed a Education Accommodation Plan (EAP), detailing the accommodations the student is approved for, based upon the submitted documentation.

Step 4: Students are responsible for scheduling appointments with individual professors whose classes they are enrolled in once they have received their Education Accommodation Plan (EAP). Students are encouraged to contact professors to request a convenient time to have a full discussion about their specific disability, their concerns in being able to fulfill the requirements of the class, and what both the student and professor are willing to do to help accommodate them. Each professor will also receive a copy of the Academic Accommodations form from the Disability Services Specialist detailing the approved accommodations for that specific student.

Step 5: For the remainder of the student's tenure at LTS, he or she will be contacted via email by the Disability Services Specialist each semester. At that time, students must email their request for their Education Accommodation Plan (EAP) from the Disability Services Specialist. A completed EAP copy will then be given to the student and placed on file for their records. Once again, students are responsible for not only meeting with their professors to discuss their accommodations but also doing so in a timely manner.