

# Guidelines and Procedures for Students with Disabilities

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## *Accessibility Services at Lincoln Land Community College*

Lincoln Land Community College, committed to ensuring excellence in teaching and learning, provides reasonable accommodations for students with a documented disability. The faculty and staff at LLCC work to address learning barriers to help students reach their educational goals.

Please contact the Accessibility Services office at 217.786.2375 to schedule an appointment. The Accessibility Services office is in Menard Hall, Offices 1181 and 1182.

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# Legal Mandates

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## **Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law which protects the rights of persons with disabilities in any program or activity receiving federal funds.

“No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance . . . .”

## **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act of 1990 also protects qualified persons with disabilities from discrimination in many areas of postsecondary education including, services, programs, or activities.

The law defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. The definition further indicates that you are a “person with a disability” and entitled to protection from discrimination if you have a disability, if you have a history of a disability, or if you are regarded as having a disability.

An “otherwise qualified” disabled individual is defined as one who, with an auxiliary aid or reasonable accommodation, can meet the academic requirements that an institution can demonstrate essential to its education program.

## **LLCC Board Policy**

### *Policy Statement*

Support services shall be provided to individuals with a disability. To establish as an individual with a disability, documentation may include, but is not limited to, a) documentation of an Individualized Education Plan (IEP) b) documentation that the individual has received services or accommodations under Section 504 plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 c) documentation of a plan or record of service from a private school, local education agency, a state educational agency, or an institution of higher education, d) a record of evaluation from a relevant,

licensed professional, e) a plan or record of disability from another institution of higher education, or  
f) documentation of a disability due to military service in the uniformed services.

### *Procedure*

Lincoln Land Community College shall comply with The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. A Guidelines and Procedures resource for students with disabilities shall be available. Students with documented disabilities who desire services should contact the College's Accessibility Services Office.

## Documentation

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Students requesting disability-related accommodations at Lincoln Land Community College (LLCC) may submit supporting documentation. Supporting Documentation may include, but is not limited to, the following:

- Individual Education Program (IEP)
- Documentation that the individual has received services or accommodations under a Section 504 plan
- Documentation of a plan or record of service from a private school, local education agency, state educational agency, or an institution of higher learning
- Plan or record of disability from another institution of higher education
- Documentation of a disability due to military service in the uniformed services
- Documentation from a relevant, licensed professional. This documentation should address the following:
  - **Clear diagnostic statement** that describes how the condition was diagnosed and provides information on the functional impact of the condition. This may include, but is not

limited to, a clinical description, DSM diagnostic codes, educational assessments, neuropsychological assessment, or instruments specific to disability. Diagnostic methods must be congruent with the disability and with professional practices.

- **Description** of the progression or stability of the disability over time and in context. Please address the severity, frequency, and/or pervasiveness of the condition(s).
- **Descriptions of the current environmental barriers or functional limitations** related to the condition. Quality documentation will demonstrate how the major life activity is impacted.
- **Recency of documentation** should reflect the current impact of the disability on academic performance. If the documentation is inadequate in scope or context or does not address the individual's current level of functioning and need for accommodation, reevaluation may be warranted.
- **Treatments, medications, accommodations, assistive devices currently prescribed or in use:** Describe treatments and their effectiveness in ameliorating the impact of the disability.
- **Signed by a licensed or credentialed evaluator**, with specific training or expertise related to the condition being diagnosed. This should be verifiable with signature, licensure, letterhead, and/or contact information.

Accessibility Services at Lincoln Land Community College strives to align with the principles and recommendations of the Association on Higher Education and Disability, Guidance on Documentation Practices.

## Accommodations

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### **Policy**

Accessibility Services responds to each student with a disability on an individual basis. Once the student self-identifies and the disability is supported, reasonable accommodations are determined based on the current impact of the disability on academic performance.

## Procedure

Once Accessibility Services has approved a student's submitted documentation, Accessibility Services and the student, through an interactive process, develops an Accommodation Plan. Accessibility Services will not retroactively provide accommodations but will be implemented from the date noted on the Accommodation Plan, during the current Academic Year only. Accessibility Services will then issue an Accommodation Memo to appropriate faculty member(s). Students will then follow the procedures for implementing accommodations.

## Timelines for Accommodations

Many students request accommodations and addressing those needs requires time. The following list indicates how long it MAY take to arrange specific accommodations. Please inform Accessibility Services immediately upon registering for courses to secure accommodations in the timeliest manner.

| Type of Service  | Time Required                         |
|--|---------------------------------------|
| <b>Interpreting Services</b>   | 6 weeks                               |
| <b>Alternative classroom furniture or other facility requests</b>              | 6 weeks                               |
| <b>Alternative course materials or formats</b>                                 | 4 weeks                               |
| <b>Electronic Format of Textbooks</b>  | 4 weeks                               |
| <b>Note Provider Services</b>  | 4 weeks<br>from beginning of semester |
| <b>Extended Testing Time</b>   | 1 day prior to test date              |
| <b>Proctored Exam Services<br/>(Reader, Scribe, Separate Testing Location)</b> | 3 days prior to test date             |

## Personal Services

Colleges are not required to provide "personal services" to students with disabilities. Below are some common personal services:

- Personally prescribed medical devices (eyeglasses, wheelchairs, hearing aids, etc.)
- Personal transportation
- Personal assistance to transport books or other personal items

## **Commitment to Access**

Lincoln Land Community College is committed to student access; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student is responsible for requesting appropriate accommodations.

# Student Rights and Responsibilities

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## **Rights**

- Students have the right to equal access of educational programs, services, activities, and facilities
- Students have the right to reasonable and effective accommodations, adjustments or auxiliary aids unless they cause an undue burden
- Students have the right to be an active participant in the development of an Accommodation Plan
- Students have the right to confidentiality regarding information pertaining to disability, including choice of disability disclosure
- Students have the right to accommodations that do not fundamentally alter course expectations or course standards

## **Responsibilities**

- Students have the responsibility to meet with a Student Success Coach to determine courses and progress towards degree, certificate and/or coursework goals.
- Students must meet qualification criteria and maintain essential institutional conduct for services, programs, courses, activities and facilities.
- Students have the responsibility to request accommodations before the beginning of each academic year through Accessibility Services.
- Students have the responsibility to supply relevant and recent documentation supporting a disability.
- Students have the responsibility to inform Accessibility Services of changes in course schedule, instructor, or location.

- Students have the responsibility to follow the procedures and guidelines for implementing accommodations
- Students have the responsibility to seek academic supports or assistance when struggling to meet course expectations

## Student Grievances and Appeals

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The college will ensure that students always be served equitably and appropriately.

Please refer to [Board Policy 5.40](#)

## Confidentiality

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The Family Education Records Privacy Act (FERPA) governs the release of information pertaining to a student's disability. Information about a student's condition is released only to those college employees with an educational need to know in order to perform the duties of their jobs. The college does not need the student's permission to release information about their need for accommodations to those college employees with an educational need to know in order to perform essential elements of their job.

The student will need to complete a Release of Information if he or she would like Accessibility Services to discuss his or her disability and the need for accommodations with an individual who does not work for the college.



# Important Contact Information

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## Accessibility Services

Lincoln Land Community College

Menard Hall, Offices 1181 and 1182

Randi Riemann, Director Accessibility Services

217.786.3689 or [randi.riemann@llcc.edu](mailto:randi.riemann@llcc.edu)

Kim Alexander, Accessibility Services Specialist

217.786.3695 or [Kimberly.alexander@llcc.edu](mailto:Kimberly.alexander@llcc.edu)

## Accessibility Services General Information

217.786.2375 or [aso@llcc.edu](mailto:aso@llcc.edu)