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# Legal Mandates

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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 does not retroactively provide accommodations, they 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 in order to secure accommodations in the timeliest manner.

<b>Type of Service</b>	<b>Time Required</b>
<b>Interpreting Services</b>	6 weeks
<b>Alternative classroom furniture or other facility requests</b>	6 weeks

Type of Service	Time Required
Alternative course materials or formats	4 weeks
Electronic Format of Textbooks	4 weeks
Note Provider Services	4 weeks from beginning of semester
Extended Testing Time	1 day prior to test date
Proctored Exam Services (Reader, Scribe, Separate Testing Location)	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 Success

Lincoln Land Community College is committed to student success; 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

# Student Grievances and Appeals

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The college will

# Important Contact Information

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## Accessibility Services

Lincoln Land Community College

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