



Accessibility Services

Accommodations Policy

Revised July 2023

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, LaGrange College recognizes the importance of providing the appropriate resources and services to students with disabilities. LaGrange College is committed to providing an inclusive environment on campus for students with disabilities for academic classes and college sponsored activities and events.

Disabilities and Accommodations

1. The student must register with the Accessibility Services Office as part of the approval process for the accommodations and services for academics and college sponsored activities and events.
2. The student must meet the federal definition of disability and must provide supporting documentation, such as a letter from a treating therapist, psychologist, psychiatrist, and/or other medical professional who is qualified to give a diagnosis and is currently treating the student for the disability/disabilities for which they are requesting accommodations.
 - a. Documentation must be on an official letterhead and be signed/dated within two years of the request for accommodations. Approval for accommodation(s) will remain in effect for two years. After two years, the student must provide updated documentation.
 - b. Documentation should include a specific diagnosis or diagnoses and a list of recommendations for accommodations.
 - c. Documentation should provide evidence that the provider has treated the student for the condition for which the accommodation is being requested.
 - d. Documentation should state the impact or functional limitations imposed by the disability/disabilities on the student's academics and explain how the disability/disabilities relate to the request for the recommended accommodations. There must be a direct link established between the diagnosis and the requested accommodation(s).
 - e. Documentation cannot be provided by the LaGrange College Counseling Center for accommodations.
3. After the documentation provided for accommodation has been received by the LaGrange College Coordinator of Accessibility Services, the student must complete the accommodation process to register with the Accessibility Services Office. The student's eligibility for specific accommodations is determined by the nature of their disability/disabilities and the available resources and services on campus. The accommodation process includes the following steps:
 - a. Students must schedule either an in-person or virtual accommodation appointment with the Coordinator of Accessibility Services.

- It is the student's responsibility to schedule an accommodation meeting with the Coordinator of Accessibility Services once a year to obtain a current Student Instructional Accommodation Letter on file with faculty members and the Accessibility Services Office.
- b. The student will provide the documentation prior or during the scheduled accommodation appointment to the Coordinator of Accessibility Services. A copy of the documentation will be kept on file in the Accessibility Services Office.
- It is the student's responsibility to provide updated documentation to the Coordinator of Accessibility Services (within 2 years). If the documentation is not current, the student will need to obtain current documentation to obtain accommodation requests.
- c. The Coordinator of Accessibility Services will use the student's documentation and the Americans with Disabilities Act, and Section 504, as guidelines for determining the student's eligibility for accommodations and services on the Student Instructional Accommodation Letter.
- If requested accommodations are not provided on campus, the Coordinator of Accessibility Services may refer the student to resources and services off campus for additional support. Any resources and/or services off campus are the responsibility of the student.
- d. The Coordinator of Accessibility Services and the student will review and sign the Student Instructional Accommodation Letter indicating the awareness of the agreed accommodations assigned to the student on campus.
- Within the academic semester if there are any changes and/or updates needed on the Student Instructional Accommodation Letter, it is the responsibility of the student to contact the Coordinator of Accessibility Services. The Coordinator of Accessibility Services will utilize the student's documentation, the available resources on campus, and the Americans with Disabilities Act as guidelines for eligibility for accommodations and services.
- e. The student will be provided with the Student Instructional Accommodation Letter to distribute to all faculty members for the academic semester. The student is instructed by the Coordinator of Accessibility Services to schedule a meeting with each faculty member to discuss the specific accommodation plans for the academic semester.
- It is the student's responsibility to schedule a meeting to discuss and review the Instructional Accommodation Letter with each faculty member.
- f. Faculty members must review, sign, and return the Student Instructional Accommodation Letter to the Coordinator of Accessibility Services that the faculty member received from the student.
- Faculty members can consult with the Coordinator of Accessibility Services for additional support with coordinating accommodations for academic purposes.
 - Faculty members will only honor accommodations for the current semester listed on the Student Instructional Accommodation Letter. If the Student Instructional Accommodation Letter is not current for the semester, the faculty member should advise the student to contact the Coordinator of Accessibility Services to obtain a current copy.

- g. The Coordinator of Accessibility Services files the returned signed Student Instructional Accommodation Letters from the faculty in the student's file in the Accessibility Services Office.
- h. The Coordinator of Accessibility Services advises and encourages students who are registered with the Accessibility Services Office for accommodations to utilize other campus resources such as the following:
 - Tutoring
 - Supplemental Instruction
 - PACE Center (student can schedule with counseling intern for academic coaching, time management, study skills, etc.)
 - Writing Center

Accommodation Modifications

A student may make a written request to the College's Coordinator of Accessibility Services to modify an established Student Instructional Accommodation Letter or request an alternative accommodation. The request will be considered using the procedure described above. Upon request, the Coordinator of Accessibility Services will work to coordinate and provide new accommodations or modifications to existing accommodation(s) in a timely manner.

Appeal Process

- A. A student who feels as though they have been denied reasonable accommodation or is dissatisfied with the determination that they are not eligible as an Otherwise Qualified Individual may appeal in writing using the following process.
- B. Must appeal within five (5) days of notification of the denial to the Section 504 Coordinator, at 504@lagrange.edu
- C. The Section 504 Coordinator will schedule meeting(s) with the various individuals involved in the process. The Section 504 Coordinator will render a decision in writing. The decision of the Section 504 Coordinator is final.

Complaint to the Office for Civil Rights (OCR)

The availability and use of this LaGrange College Appeal Process does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights (OCR). That office will determine whether a further investigation is warranted.

Information about how to file a complaint with OCR can be obtained from: [How to File a Discrimination Complaint with the Office for Civil Rights \(ed.gov\)](#)