

SECTION 800.34
DISABILITY SERVICES

Lake Region State College (LRSC) is committed to providing access to academic and campus programs and services for students with disabilities by providing reasonable accommodations. To fulfill this commitment, LRSC has established the following guidelines and expectations:

1. In order to receive disability accommodations, students are responsible for identifying themselves to the LRSC Disability Services Coordinator as having a disability requiring reasonable accommodation. Students must complete the Disability Services Application packet. Parents may be involved in requesting services, but it is the student's responsibility to initiate the request.
2. The Disability Services Coordinator has the responsibility to make recommendations for eligible students by completing the Disability Services Notification of Student Accommodation form listing the specifically approved accommodations.
3. Current and prospective students may request reasonable accommodations (e.g. for testing, campus tours or freshman orientation) at any time. Requests may be submitted verbally or in writing. Whenever possible, accommodation requests should be made at least three months in advance. Accommodations are only provided for the semester in which they are requested.
4. Unless both the disability and the need for accommodation are obvious, the student must provide documentation.
 - a. Documentation provided by the student should include the following:
 - i. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis;
 - ii. A description of the diagnostic criteria and/or diagnostic test used;
 - iii. A description of the current functional impact of the disability;
 - iv. A description of the expected progression or stability of the impact of the disability over time should be included; and
 - v. The relevant credentials of the diagnosing professional
 - b. If the documentation provided is not sufficient to make an accommodation decision, the Disability Services Coordinator may require the student to provide additional information.
 - c. Any costs related to the college's request for documentation as noted in section 4 will be the responsibility of the student.
5. LRSC is committed to protecting the privacy of students with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act of 1974 (FERPA). This commitment to confidentiality includes the following safeguards:
 - a. The Disability Services Coordinator has the responsibility of collecting and maintaining disability-related documentation on students. Any written documentation regarding a student's disabilities will be securely filed in a manner determined by the Director of Student Success; who may grant access to personnel as necessary.
 - b. Disability-related information will only be shared with staff or faculty on a "need-to-know" basis. The information shared shall not be repeated nor shared with other faculty or staff, unless deemed necessary by the Director of Student Success.
 - c. After three years of inactivity, Disability Services files will be destroyed.

6. The student will meet with the Disability Services Coordinator to discuss reasonable accommodations and agree on a plan of services.
 - a. The Disability Services Notification of Student Accommodation form will be completed by the Disability Services Coordinator and reviewed as necessary by the Director of Student Success.
 - b. The student is responsible to take the Notification of Accommodation form to his/her instructors to make arrangements for the accommodations. The Disability Services Coordinator may help facilitate these student/faculty meetings.
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History

Approved by Administrative Council 01/03/18

Approved by Administrative Council 04/10/23