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## Welcome to Lincoln College – Normal

Welcome to Lincoln College – Normal’s Office for Disability Services.

The mission of the Office for Disability Services at Lincoln College – Normal is to ensure full and equal participation for persons with disabilities in the LCN community by providing facilitators, programs, and services that will support and enhance individuals’ ability to achieve their academic and personal goals. The Office is dedicated to encouraging self-advocacy, promoting equal access, and working with individuals to determine and establish appropriate accommodations.

We hope you will find this ODS Student Handbook helpful as you pursue your academic goals here at Lincoln College – Normal. If you have any questions, do not hesitate to contact ODS in room 106B, phone (309) 268-4321, email [ncods@lincolncollege.edu](mailto:ncods@lincolncollege.edu).

“Always bear in mind that your own resolution to succeed  
is more important than any one thing.”

*A. Lincoln*



## Transition from High School to College Getting Started

Among the many changes faced by students making the transition from high school to college are substantial differences in how the law addresses the rights of students with disabilities. Until the age of 21 or graduation from high school, students are covered by the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act (504) and Title II of the Americans with Disabilities Act (ADA). Once a student graduates from high school (or reaches the age of 21), IDEA no longer applies, but students in postsecondary institutions continue to be covered by 504 and ADA.

The chart below, adapted from the Postsecondary Education Consortium, identifies differences between coverage at the high school level and the postsecondary level.

	<b>High School</b>	<b>Post Secondary</b>
<b>Laws which apply</b>	IDEA, Section 504, ADA	Section 504, ADA
<b>Requirements</b>	A free, appropriate public education in the least restrictive environment.	The institution must provide persons with disabilities, to the greatest extent possible, an opportunity to be fully integrated into the mainstream.
<b>Definitions in the law</b>	Specific disability categories are defined in the law; covers students with educational disabilities that require special services from specially trained teachers. Not all students with disabilities are eligible.	Defines as persons with disabilities those who: <ol style="list-style-type: none"> <li>1. have a physical or mental impairment which limits one or more major life activities;</li> <li>2. have a record of such an impairment;</li> <li>3. are regarded as having an impairment.</li> </ol> Also extends coverage to persons without disabilities who may be related to or associated with a person with a disability (includes HIV status, contagious and non-contagious diseases).
<b>Who is covered</b>	Students with educational disabilities that require special education services from age 3 to age 21 or until graduation.	All persons with a disability are protected from discrimination in the educational setting based solely on disability.
<b>Services provided</b>	Educational services that are remedial in addition to services available to all mainstream students	Eliminates barriers that would prevent a student from full participation in any programs/services offered to the general school population
<b>Evaluation/Documentation</b>	The school district is responsible for identifying and evaluating students with disabilities. Evaluations are the responsibility of the school and are performed at no expense to the student. Parents must consent to evaluations and placement.	Students must self-identify as having a disability and must provide adequate documentation of the disability. Evaluations and documentation of the disability are the student's responsibility and expense.
<b>IEP/Accommodations</b>	Individual Education Plans are developed with parents, teachers, and other specialists involved.	An accommodation plan is developed with the student and the disabilities services office on the campus.
<b>Classroom Placement</b>	Placement must be in the least restrictive environment. This may be special classrooms, resource rooms, or regular classrooms.	Placement is in the regular classroom with support services/accommodations provided to eliminate barriers to the educational experience.

Learn more about your rights and responsibilities by requesting a copy of **Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities** from the Office for Disability Services (downloadable at <http://www.ed.gov/print/about/offices/list/ocr/transition.html> ).

## Laws Affecting Disability Concerns

### **Overview of Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in programs or activities receiving federal financial assistance. The U.S. Department of Education gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs. The U.S. Department of Education's Section 504 regulation is enforced by the Office for Civil Rights and is in the federal code of regulations at 34 CFR 104. Examples of the types of discrimination prohibited include access to educational programs and facilities, denial of a free appropriate public education for elementary and secondary students, and academic adjustments in higher education.

Section 504 protects individuals with disabilities by prohibiting

- retaliation for filing an Office for Civil Rights complaint
- retaliation for advocating for a right protected by the law
- harassment of students or others because of a disability.

Source: Office for Civil Rights of the United States Department of Education  
<http://www.ed.gov/about/offices/list/ocr/index.html>

### **Overview of Americans with Disabilities Act (ADA) of 1990**

The ADA prohibits discrimination against individuals with disabilities and applies to employers, public services, public accommodations, communication providers and transportation providers regardless of whether they receive federal funding. The ADA defines a person with a disability as one who has a “physical or mental impairment that substantially limits one or more of the major life activities of such individual,” a person who has a record of having such an impairment, or a person who is regarded as having such an impairment. The ADA also requires colleges to provide “equally effective” communications to persons with disabilities as those provided to individuals without disabilities.

Source: Office for Civil Rights of the United States Department of Education  
<http://www.ed.gov/about/offices/list/ocr/index.html>

## **Statement of Non-Discrimination**

Lincoln College – Normal does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, sex, sexual orientation, or marital status in admission to and participation in its educational programs, college activities, and services or its employment practices. It is the intent of the College to comply with all equal opportunity regulations including, but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation

Act of 1973, and the Americans with Disability Act of 1990. Inquiries regarding Section 504 and ADA may be directed to the Office for Disability Services.

Lincoln College - Normal provides equal opportunities and reasonable accommodations for qualified individuals with documented disabilities to enable them to participate fully in and enjoy the benefits of its services, programs and activities.

### **Definitions**

**Disability** means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more major life activities
- A history or record of having such an impairment
- Being regarded as having such an impairment

In addition, an individual may not be discriminated against due to association with a person who has, has a record of, or is regarded as having a disability.

**A Qualified Individual with a Disability** is someone who, with or without accommodations, meets the essential eligibility requirements for participating in programs, services, and activities provided by Lincoln College - Normal.

**Reasonable Accommodations** means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as removal of architectural, communication, or transportation barriers; or providing auxiliary aids and services.

**Essential Eligibility Requirements** means the legitimate academic standards, education, experience or other requirements for admission to or participation in Lincoln College programs, services, or activities that an individual must be able to meet with or without accommodations.

**Individual** means any person applying for admission to or participation in a program, service, or activity of Lincoln College - Normal, or any person currently participating in a program, service, or activity of Lincoln College - Normal.

**Documented disabilities** means that the individual has presented official, written verification of a disability by a diagnosing professional, including recommendations for reasonable accommodations.

## Applying for Accommodations

A student with a disability who has been accepted to Lincoln College - Normal is encouraged to contact the Office for Disability Services (ODS). Students are not required to make this contact, nor will the contact force students to use accommodation services. However, if a student wishes to receive services from Lincoln College - Normal, he/she must complete the following process:

1. The student makes contact with Office for Disability Services in room 106B, phone (309) 268-4321.
2. The student submits appropriate and complete documentation\*. Documentation of the disability must be provided in order for a student to receive any accommodation services. General guidelines to preparing documentation appear on page 13 of this handbook.
3. The Office for Disability Services staff reviews documentation.
4. The student meets with a representative of ODS for a structured interview.

During the interview, the student will

- describe the current impact of the disability on academic, physical access, and/or social issues.
- describe accommodation history, both formal and informal.
- describe strengths, weaknesses and academic goals.
- request accommodations.

The ODS representative will

- provide an overview of the Office for Disability Services.
  - Students are expected to take responsibility for services and accommodations.
  - Confidentiality and disclosure of disability will be discussed and explained. Confidentiality of information is an important component at ODS. Information provided to ODS is considered private and will be used for the expressed purposes of establishing protection under the law, determining appropriate accommodations, and ensuring the effective implementation of those accommodations. All provided information will be protected against misuse by others.
  - Communication with third parties, including parents or guardians, will be discussed. Information will be released only if the student has signed a release form. A copy of the Authorization form appears on page 9 of this handbook.
- discuss the service eligibility process.
  - ODS serves qualified individuals with documented disabilities.
  - Federal law establishes specific standards, entitlement, and civil rights protection.

- Service eligibility is based on documentation, service record, and evidence of academic impairment.
  - discuss services for which the student may be eligible.
  - request additional documentation if needed.
  - make referrals to campus and community resources as appropriate.
5. ODS will review and evaluate the appropriateness of service requests based on a connection of the functional limitation with the requested accommodations.
- The student and the ODS staff member will develop an accommodations plan.
  - The student will be required to sign a contract outlining his/her responsibilities in regard to the accommodation services provided by Lincoln College - Normal. The Student Responsibilities Contract will be reviewed and explained in an accessible format to ensure that the student understands and agrees to its content. **Students must adhere to their Student Responsibilities Contract to receive accommodations.**
  - If requested, ODS will provide letters identifying the accommodations for the student to give to his/her instructors. Upon the request of the student, a copy of the letter will be sent to the student's academic advisor.
  - Follow-up appointments will be scheduled as appropriate.
  - If an individual's request for accommodation is denied, a Denial of Requested Accommodation form will be issued. The student may appeal the decision by following the steps below.
    - First, the individual may request that ODS reconsider the denial based on additional information presented in support of the request.
    - If the denial is not reversed, the individual may then contact the LCN Campus Dean, who acts as ADA Coordinator.
    - If the denial is still not reversed, the individual may file a complaint with the Office of Civil Rights, web address <http://www.hhs.gov/ocr/>.

**\*NOTE**

Disability documentation is considered confidential information and does not become part of a student's permanent record. Disability information is housed in the Office for Disability Services, where it is generally maintained for 5 years after the last recorded date of the student's enrollment and then destroyed. Students have the right to review their files and may do so by making an appointment with ODS. However, no copies of any documenting information submitted to ODS will be issued (documenting information is defined as any document given to ODS to substantiate the student's disability status and need for accommodations). Students may wish to make personal copies of their documentation before submitting it to ODS. In the case of documents sent directly to ODS, the student must request a copy from the original source.

**Illustrations of intake forms follow:**

- (A) *Authorization to Release Information*
- (B) *Accommodation Request*
- (C) *Student Responsibilities Contract*
- (D) *Letter to Diagnosing Professional*
- (E) *Student Information Sheet*
- (F) *Accommodation Letter for Faculty.*

<b>A</b>	<b>Authorization to Release Information</b>	
	I authorize the Office for Disability Services at Lincoln College-Normal to release information about the nature of my disability and specific recommendations to the individual(s) listed below.	
	Individual(s) to whom information may be released	Student's Initials
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Identify any limits to the type of information which can be shared.		
_____		
_____		
_____		
_____		
_____		
_____	_____	
(Student Signature)	(Date)	

**B**

**Lincoln College – Normal  
Office for Disability Services  
Accommodation Request Form**

1. What is the nature of the disability?
2. What is the current impact of the disability on academic issues?
3. Have you received accommodations in the past?
4. If yes, please list the accommodations and rate their effectiveness. Add additional sheets if necessary.

Accommodation	Very Effective	Somewhat Effective	Not Effective

5. Please identify your academic strengths and weaknesses:

Strengths

Weaknesses

6. List the academic accommodation(s) you are requesting. Include a rationale for each. Requests must be supported by submitted documentation and must not fundamentally alter the nature of the program or pose an undue administrative or financial burden on the College. Add additional sheets if necessary.

Requested Accommodation	Rationale

C

### Student Responsibilities Contract

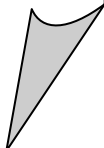
As a student receiving accommodations, I am aware that I must accept the following responsibilities in order to be eligible to receive appropriate services for my disability(ies):

- I must provide documentation of my diagnosed disability including information regarding the current impact of the disability and recommended accommodations.
- I understand that information provided to ODS is considered private and will be used for the expressed purposes of establishing protection under the law, determining appropriate accommodations and ensuring the effective implementation of those accommodations. All provided information will be protected against misuse by others.
- I will meet with ODS to determine the accommodations I am eligible to receive while at Lincoln College - Normal.
- I understand that exams taken in the Testing Center will be proctored. If I am found cheating, I will be subject to the regulations in the Lincoln College Handbook.
- I am responsible for asking my instructors to send exams to the Testing Center and for taking the exam during regular Testing Center hours. If I do not take the exam by the instructor's designated deadline, I understand that the exam will be returned to the instructor.
- I agree to abide by the following rules regarding testing in the Testing Center:
  - The testing rules of each instructor will be enforced.
  - No food or drink is allowed in the Testing Center.
  - Only instructor approved notes, books, calculators or other aids will be permitted.
  - Bookbags and coats must be left in the Quiet Study Area adjacent to the Testing Center.
  - Purses or ID cards may be left with the Testing Center Supervisor.
- I understand that to be eligible to receive any approved accommodations, I must submit a request within the required time frame.
  - Requests for sign language interpreters/real time captionists, notetakers, typists or other specialists must be received at least 5 business days before the date of need.
  - Texts-on-tape must be requested at least 3 weeks in advance and may require additional time to obtain.
  - Arrangements for testing accommodations must be made at least 2 weeks in advance of any exam.
- I am responsible for scheduling necessary appointments with ODS, instructors, advisors, tutors and others who may be assisting me.
- If I must miss a scheduled appointment, I will call to cancel or reschedule.
- I am responsible for completing ALL requirements for the course(s) in which I am registered.
- I will take responsibility for learning and using the various services provided by Lincoln College-Normal (i.e., Learning Resource Center, Milner Library, Academic Advisement, Financial Aid, and ISU's Career Counseling Center and Health Services).
- I understand that it is my responsibility to keep ODS informed of my current email and local address so that I may receive correspondence and notifications.
- I understand if I have a concern about the services or my accommodations, it is my responsibility to schedule a meeting with ODS.
- I have read and understand my responsibilities as a student receiving accommodations. I agree to fulfill these responsibilities, and I agree that failure on my part to do so may result in my ineligibility to receive services to accommodate my disability.
- I understand that if I have questions or concerns, I must meet with the Director of the Office for Disability Services. If after meeting with the director, my concerns have not been resolved, I understand that I may file a grievance with the Dean of Student Affairs in accordance with Lincoln College's grievance procedures as outlined in the Student Handbook under "Harassment Complaint Procedure."
- This contract will be in effect as long as I am a registered student at Lincoln College-Normal unless I provide a written, signed letter canceling it. I understand that canceling will result in termination of eligibility to receive services.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Name Printed)



**Letter to Diagnosing Professional**

To Whom It May Concern:

A patient/client of yours has requested disability-related services from the Office for Disability Services at Lincoln College - Normal. Legal protection and eligibility for such services is based on an individual providing sufficient information to conclude that he or she has an impairment that **substantially limits** one or more major life activities. As this student's treating specialist, you are asked to provide the following information to allow the College to consider this student's service request(s).

Please complete the following:

1. Patient Name:

2. The Condition of the Patient/Client:

What is the diagnosis/impairment?

When was the diagnosis originally made?

Is the patient/student currently under your care?

When did you last see the patient/student?

Is the impairment temporary (< 3 months) or persistent?

Please identify any factors that may affect the severity of the impairment (e.g., to what degree might the impairment be *minimized* by medications, hearing aids, etc.?) Alternatively, could there be an adverse effect (e.g., medication side effects)?

3. Please complete the following:

**Functional Impact Assessment**

Limitation is			1-unable to determine	2-mild			3-substantial
1	2	3	Major Life Activity	1	2	3	Major Life Activity
			Talking				Reading
			Hearing				Writing
			Breathing				Spelling
			Seeing				Calculating
			Walking/Standing				Concentrating
			Lifting/Carrying				Memorizing
			Sitting				Listening
			Performing Manual Tasks				Other:
			Eating				
			Working				
			Interacting with Others				
			Sleeping				

4. What methods were utilized to assess functional limitation? Please list or attach under separate cover.

5. Please list your recommendations for accommodations within the academic environment. Please provide a rationale for any recommendation made utilizing data from objective measures, the educational record, or other data sources. Please list or attach under separate cover.

6. Certifier Information:

- a. Clinician Name \_\_\_\_\_
- b. Medical Specialty \_\_\_\_\_
- c. License \_\_\_\_\_
- d. Address \_\_\_\_\_
- e. Phone \_\_\_\_\_
- f. Email \_\_\_\_\_

Please send this completed form and any additional information to:

Office for Disability Services  
 Lincoln College – Normal  
 715 W. Raab Rd.  
 Normal, IL 61761

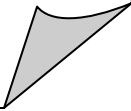
FAX (309)454-5652  
 Phone (309) 268-4321  
 Email: ods@lincolncollege.edu

**E**

### Student Identification Sheet

*Please print neatly in ink all requested information.*

1. **Name** \_\_\_\_\_
2. **Local Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. **Permanent Address** \_\_\_\_\_  
[if different] \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. **Phone (local)** \_\_\_\_\_  
  
**(permanent)** \_\_\_\_\_  
[if different]
5. **Email** \_\_\_\_\_
6. **Date** \_\_\_\_\_



### Letter to Faculty

TO:  
COURSE(S):  
DATE:

**F**

STUDENT NAME has registered with the Office for Disability Concerns and is approved for the following accommodation(s):

This letter indicates that the above named student has completed the procedures outlined in ODS policies and is legally entitled to accommodation. Lincoln College - Normal policy states that students are entitled to receive accommodations approved by ODS unless a decision is appealed.

All students who are entitled by law to receive accommodations have gone through a carefully designed, multi-step process. Specifically, they have

- registered with the Office for Disability Services (ODS).
- provided professional documentation that meets Lincoln College - Normal criteria.
- been approved for those accommodation(s) that were deemed reasonable by ODS.

The student will talk with you directly to arrange the implementation of the approved accommodation(s). Students find it very helpful if you can take the time to listen carefully, even though there are limits to what they must reveal to faculty about their conditions.

Accommodations are intended to help students with documented disabilities meet the standards set by LCN, not circumvent them. If there are any problems or questions, please feel free to call me. Your perspective is very important in assuring that LCN standards are met. I can also try to help you understand the issues more completely or talk with a student about other accommodation options. Additionally, there is a formal appeal procedure for both students and faculty, which is outlined in our policies.

Thank you for your ongoing open-mindedness, caring, and collegiality.



## General Guidelines for Documentation

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for service, the Office for Disability Services (ODS) needs documentation of your disability. The documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested.

The general guidelines listed below are developed to assist you in working with your treating/diagnosing professional(s) to prepare the information needed to evaluate your request(s). A copy of the letter provided by ODS for your diagnosing professional(s) appears on page 11 of this handbook. The letter may be downloaded from [http://lincolncollege.edu/normal/ods/docs/Letter\\_to\\_Diagnosing\\_Professional\\_Aug04.pdf](http://lincolncollege.edu/normal/ods/docs/Letter_to_Diagnosing_Professional_Aug04.pdf) If you have any questions, please contact ODS at (309) 268-4321.

The diagnosing professional should provide the following information.

**1. Current functional impact of the condition(s)**

The current relevant functional impacts on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures/assessment.

**2. Treatments, medication, accommodations/auxiliary aids, services currently prescribed or in use**

Provide a description of treatments, medications, accommodations/auxiliary aids and/or services currently in use and their estimated effectiveness in minimizing the impact of the condition(s). Include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance. If additional accommodations/auxiliary aids are warranted, please list them along with a clear rationale and related functional limitations. Any accommodations/auxiliary aids will be taken into consideration, but not automatically implemented.

**3. The expected progression or stability of disability over time**

If possible, provide a description of the expected change in the functional impact of the condition(s) over time. If the condition is variable, describe the known triggers that may exacerbate the condition.

**4. A diagnostic statement identifying the disability**

When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation, or the dates of evaluations performed by referring professionals. If the most recent evaluation was not a full evaluation, indicate when the last full evaluation was conducted. Diagnoses should be based on results from evaluations completed within the last three years.

**The following eight points are considered when reviewing accommodation requests:**

1. Does the student have a disability?
2. Is the student “otherwise qualified”?
3. Did the student request accommodation?
4. Was the request submitted in a timely manner and consistent with established policies for making requests?
5. Is the request reasonable and/or readily achievable?
6. Does the documentation submitted by the student indicate that the accommodation is appropriate?
7. Is the nature of the program or activity fundamentally altered by the provision of the accommodation?
8. Does the provision of the accommodation present an undue financial or administrative burden on the College?

All information should be sent to:

Office for Disability Services  
Room 106B  
Lincoln College-Normal  
715 W. Raab Road  
Normal, Illinois 61761

FAX (309) 454-5652  
Attention of ODS

## **Emergency Evacuation Plan Personal Evacuation Plan Cards (PEP cards)**

Prior development of an evacuation plan, including the identification of safe routes and designated assistants, will help ensure your personal safety in the event of an emergency. Individuals who may require assistance in an emergency evacuation may complete a Personal Evacuation Plan (PEP) card to help ensure that appropriate personnel are aware of their situation. Students are not required to complete the cards, and no marks identifying the student as an individual with a disability will be placed in residence hall windows. However, completing the cards will help you create a plan for an emergency evacuation and inform LCN staff of that plan. You can complete the PEP cards on your own, or you may request ODS assistance in devising a plan. Plans should identify **primary and secondary exits** to be used in case of fire, as well as **places of shelter** in the event of earthquakes or tornados. You should also identify your **preferred method of assistance**, your **preferred communication procedure**, and the **person(s) who will assist** on the emergency evacuation team (roommate, RA, instructor, etc.) Completed PEP cards should be returned to the Office for Disability Services. The cards will be distributed to key offices and individuals.

## Personal Evacuation Plan (PEP) Card

Personal Evacuation Plan	
1. Name of individual requiring assistance:	_____
2. Building:	_____
3. Room #:	_____
4. Members of Evacuation Team	_____ _____
5. Communication Procedure	_____ _____ _____
6. Preferred method of assistance:	_____ _____ _____

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Emergency exits and places of shelter	
1. FIRE	Primary Exit _____ Secondary Exit _____
	Meeting place after evacuation _____ Person to notify after evacuation _____ If evacuation cannot be safely accomplished, _____ will immediately notify emergency personnel of the identity and location of the person requiring assistance.
2. TORNADO	Place of shelter _____
	If shelter cannot be reached safely, _____ will immediately notify emergency personnel of the identity and location of the person needing assistance.
3. EARTHQUAKE	Place of shelter _____
	If shelter cannot be reached safely, _____ will immediately notify emergency personnel of the identity and location of the person needing assistance.

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## Appeals and Grievance Procedure

Students with concerns about services or accommodations should submit their concerns in written form to the Director of the Office for Disability Services who will respond within 10 days. If the student does not accept or agree with the resolution offered, or if the concern involves the Director of ODS, the student may file a grievance with the campus Dean in accordance with Lincoln College's grievance procedures as outlined in the Student Handbook, which can be viewed online at <http://lincolncollege.edu/normal/studaffairs/studhandbook.htm>.

Faculty members who have questions or concerns about required accommodations should contact the Director of the Office for Disability Services. If after meeting with the ODS Director, the faculty member's concerns have not been resolved, the faculty member and the Director of ODS will meet with the Americans with Disabilities Act (ADA) Coordinator to resolve the concern. Accommodations authorized by ODS must be allowed until a resolution of the faculty member's concern is reached.

## Interpreters

To request interpreter services for regularly scheduled classroom purposes

1. Provide appropriate documentation and inform ODS of interpreting needs and preferences.
2. Provide ODS with a class schedule as soon as you register for classes.
3. Report any changes in daily or weekly class schedule to ODS as soon as possible.
4. Inform ODS when interpreter services will not be needed or if you will be arriving late to class. The interpreter will wait twenty minutes before leaving a class or appointment. After three failures to notify ODS that services are not needed or that you will be arriving late, interpreter services will be suspended until you meet with the ODS coordinator.
5. All interpreter services must be scheduled through the Office for Disability Services. Lincoln College – Normal will not be responsible for interpreter costs without prior approval from ODS.
6. Contact the Director of ODS immediately if there are questions or problems with interpreter services.

To request interpreter services for additional College related needs throughout the semester

1. Submit a request at least **5 working days in advance** for interpreter services that are needed to fulfill any needs for advising, meetings with instructors, or other Lincoln College meeting.
2. Inform ODS if scheduled interpreter services will not be needed or if you will be arriving late to the scheduled appointment. The interpreter will wait twenty minutes before leaving the appointment. After three failures to notify ODS that services are not needed or that you will be arriving late, interpreter services will be suspended until you meet with the ODS coordinator.
3. All interpreter services must be scheduled through the Office for Disability Services. Lincoln College – Normal will not be responsible for interpreter costs without prior approval from ODS.
4. Contact the Director of ODS immediately if there are questions or problems with interpreter services.

## Testing Accommodations

There are three exam options available:

1. Take the exam with the class.
2. Take the exam with appropriate accommodations, if you and the instructor agree on a time and place.
3. Take your exams in the Testing Center, room 106A.

### Exams in the Testing Center

- The instructor should attach a completed Testing Center Exam Request Form to the test and submit it to the Learning Resource Center. The instructor should include specific instructions as to time limits and appropriate accommodations. Completed exams will be returned to instructor's mailbox.
- If you are authorized to use a reader or scribe when you take a test and you would like to use the service(s) for your tests, you must schedule a specific time for your exam with the Testing Center at least 24 hours in advance.

### Readers

- Readers can be asked to repeat information, so do not hesitate to ask.
- Readers will only read what is on the printed page and cannot be asked to clarify or reword statements.
- Readers need information from you to be effective. Let your reader know what reading tone, rate, etc. works best for you.

### Scribes

- Scribes will write down verbatim what you have dictated. The scribe is **not** responsible for organizing or paraphrasing your thoughts into a final draft.
- Scribes are responsible for spelling and sentence ending punctuation. You may direct the scribe for any specific spelling or punctuation within sentences.
- At any time, you will have the opportunity to review what the scribe has written either by reading or having it read to you.
- If there are corrections, you will direct the scribe to make them.

### Testing Center Procedures

- Present your current LCN ID to the Testing Center supervisor who will retrieve your test from the file.
- Faculty instructions will be reviewed with you before the exam begins. You will be held responsible for following these instructions at all times.
- You are responsible for your personal exam materials.
- If you are unclear about the exam instructions or conditions, stop the exam and seek assistance from the test proctor.
- Any suspected evidence of cheating will be documented and reported to the appropriate faculty member.
- If you fail to show up for an exam within the instructor's allotted time limit or miss a scheduled exam time, LRC staff will return all exam materials to your instructor. If the instructor allows you to take the exam late, he/she may resubmit the exam.
- You must begin your test with adequate time to finish by the close of Testing Center hours.

## **Alternative Media Services**

Alternative media options for required course readings may be provided to qualified students in a variety of formats. This includes such options as scanned, taped, or enlarged materials.

### **Student Responsibilities**

You can facilitate the alternative media process by contacting your instructors as soon as you register for courses. Ask the instructor for textbook and required reading information including editions, author, and the order in which chapters are covered.

Once you register for courses, contact ODS with the following information:

- Course name and number
- Instructor's name (if known)
- Desired format

During the first week of class, you must provide ODS with a class syllabus that designates required readings. Readings listed as optional will not be put into alternative format unless specifically requested.

You are responsible for picking up materials as soon as you are notified of completion. Materials will not be delivered to you. Check materials upon receipt to ensure that there are no problems.

Return materials at the end of each semester. Failure to return materials may result in a business hold being placed on your record.

### **ODS Responsibilities**

Once all pertinent information is received, ODS is responsible for producing the materials in a timely manner. A lead-time of 5 weeks is optimal for timely completion.

ODS is responsible for recruiting, hiring, and training appropriate staff to produce materials or contracting with another agency to produce the materials.

ODS is responsible for providing assistive technology on campus and, upon the request of qualified students, providing orientation to assistive technology so that alternative materials may be used.

### **Faculty Responsibilities**

Once contacted by ODS or the student, faculty members must identify specific required readings in the order in which they will occur in class.

Course materials such as overheads, lecture notes, or video transcripts should be in a typed format and/or available by electronic means to ensure timely conversion to alternative format.

### **Timelines**

Taped texts should be requested as far in advance as possible. Taped texts available from Recording for the Blind and Dyslexic (RFB&D) may require several weeks for delivery. Material which must be taped in-house can require considerable time since an average reader can only produce about 9 pages in an hour.

Enlargements will be created on an as-needed basis. Although 24 hours notice is recommended, ODS staff may be able to accommodate impromptu requests.

Braille materials should be requested as early as possible (3-6 months is recommended for textbooks).

## Notetaking Assistance

*Notetaking assistance is not a substitute for attending class!*

### Tape recording Lectures

- Most instructors, if asked, will allow students to tape record lectures. The tapes, however, should not be expected to replace lecture notes, but should be used as a tool to help you be sure that your notes are complete and correct.
- Students are generally expected to furnish their own tape recorders and tapes.
- Place the tape recorder or yourself at the front of the classroom, close to the instructor.
- Be courteous to your instructor and other students by keeping any distraction caused by the taping to the absolute minimum. Come prepared, and set the tape recorder up early.

### In-Class Notetakers

- Find 2 students in your class who are willing to serve as notetakers. The second student will act as a back-up notetaker, in the event that your primary notetaker is absent.
- Ask your notetakers to take the notetaker training provided online by the Northeast Technical Assistance Center (NETAC). You'll get better-organized, more useful notes. Notetakers should meet with ODS to take the training course. A notetaker coversheet is illustrated on the following page.
- Bring notes to the Front Desk to make photocopies after class.
- If you have difficulty locating notetakers, you may request a letter asking for your instructor's assistance in finding a reliable notetaker. A sample letter follows.

*August 25, 2006*

*RE: (Student's Name)*

*Dear (Instructor's Name):*

*The above named student is known to the Office for Disability Services as a student with a disability. Based upon this documented disability, this student is eligible to have notetaking assistance. In order to facilitate this process, please assist the student by*

- *identifying someone in class whom you believe is a good note taker*  
**OR**
- *making an announcement in class requesting a volunteer note taker (Please do not reveal the name of the student with a disability.)*  
**OR**
- *providing the student access to your lecture notes and/or overheads.*

*Thank you for your assistance in this collaborative effort to ensure that this student receives this accommodation. If you would like to consult with me in this matter, please feel free to call me at 268-4321.*

*Sincerely,*

*(ODS Representative's Name)*

Sample Notetaker Coversheet



Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Days: \_\_\_\_\_ Class Time: \_\_\_\_\_ Room No: \_\_\_\_\_ Total # of Pages Including Cover Sheet \_\_\_\_\_

Instructor:

Notetaker:

Student:

Homework/Announcements

Abbreviations Used

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Handouts

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## Lab Assistants

If you are approved to use the services of a lab assistant, contact the instructor of an upcoming lab class in order to discuss your need for a lab assistant as soon as you register for classes. The instructor may be able to arrange for an assistant. If not, proceed to the steps below.

Contact ODS immediately to request an assistant. Do not wait until a course has begun because there may be a delay or difficulty in locating an assistant. Bring the following information concerning your class:

- Course title
- Course number
- Classroom
- Meeting days and time
- Instructor's name

Pick up an “*Authorization for Lab Assistant*” form from ODS once an assistant has been identified. Give the identified lab assistant the form and have that person register with financial aid as a student employee. A copy of the “*Authorization for Lab Assistant*” form appears on the following page.

Contact your assistant **immediately** if you cannot attend a lab session. If you fail to show up twice for a lab and do not inform the assistant ahead of time, the assistant is authorized to discontinue assistance. To reinstate services, you will be required to meet with ODS.

Contact ODS if your lab assistant does not attend lab.

Remember—

Lab assistants will act only as your eyes or hands. All information about actual lab processes and procedures is your responsibility. Therefore, lab assistants will

- Perform only those tasks directed by you. He/she will NOT prompt or guide you in performing a lab task unless you ask him/her to perform a task that is dangerous.
- Be used as a “tool” not as a teacher.

If needed, you should inform your lab assistant about your disability-related needs, so he/she will be better able to provide effective accommodation.

Your lab assistant will inform you ahead of time if he/she is unable to attend a session.

## Authorization for Lab Assistant

Student Employee Name _____
Course Name and Number _____
Day(s) Class Meets _____
Class Meeting Time _____ to _____
Instructor _____
-----
ODS Signature _____
Date _____
Faculty Signature _____
Date _____

The above-named student is authorized to work as a lab assistant for the indicated course throughout this semester. The student understands and accepts the following responsibilities:

- Report promptly to each assigned class session.
- Maintain a time sheet which will be signed each day by the instructor of the class in which he/she is assisting. Payment will be based on the hours indicated on the signed time sheet.
- Perform only those tasks directed by the individual he/she is assisting. The lab assistant will NOT prompt or guide the student in performing any lab task unless asked to perform a task that is dangerous.
- Inform the student and faculty member in advance of any absence.
- Comply with all Lincoln College – Normal policies that apply to student workers.

\_\_\_\_\_  
(Lab Assistant Signature)

\_\_\_\_\_  
(Date)

## Service Animals

Service animals are animals trained to perform some of the functions and tasks that an individual with disabilities cannot perform for him or herself. A service animal is:

*Any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.[28 CFR § 36.104 (definition from Title III of the ADA applicable to private entities)]*

As a general rule, LCN will modify policies, practices, and procedures to permit the use of a service animal by an individual with a disability. When appropriate, students may be issued documentation verifying that the animal is a service animal to be used at LCN.

### Student Responsibilities

1. All service animals must meet Illinois licensing requirements and be immunized for diseases common to the particular species. Dogs must wear an owner identification tag, a current rabies tag, and a dog license at all times.
2. Service animals must be leashed as appropriate.
3. All local ordinances and other laws regarding cleaning up after the animal must be followed. Individuals who physically cannot clean up after their own service animals are not required to pick up and dispose of feces. However, marked service animal toileting areas must be observed.
4. Service animals must be under control and behave properly in public settings. The animal must:
  - Not sniff people and their personal belongings.
  - Not initiate contact with someone without the handler's direct permission.
  - Not display any disruptive or aggressive behaviors or noises (such as barking, whining, growling or rubbing against people).
  - Not block an aisle or passageway.
  - Remain within twelve inches of the handler or partner.
  - Not be attracted to food that may be in the area.
5. Service animals must be kept in good health. If the animal becomes ill, the partner/handler must remove it from the area and College staff may require it to leave.

LCN may exclude a service animal from all or part of its property if failure to comply with these restrictions fundamentally alters the nature of LCN's programs or services or if the use of an animal poses a threat to the health or safety of others. In such cases, ODS, the student, and the Campus Dean will work together to resolve the situation.

### LCN Responsibilities

1. Members of the LCN community must allow animals to accompany partners/handlers at all times and everywhere on campus except where animals are specifically prohibited.

2. Individuals must not distract service animals in any way.

## **ODS FAQs**

### **Where is ODS located?**

ODS is based in office 106B in the main academic building, phone (309) 268-4321, email [ods@lincolncollege.edu](mailto:ods@lincolncollege.edu). To reach the office, go through room 106 (the Quiet Study Area), and room 106A (the Testing Center).

**What are the hours of operation?** During the academic year, ODS staff are available Monday through Thursday from 9 a.m. to 5 p.m. and Friday from 9 a.m. to 2 p.m. or by appointment. Contact ODS for summer hours.

### **Is an appointment needed?**

Appointments are advisable, but not necessarily required. If ODS staff members are available, we're always happy to meet with students. An appointment is required for the intake interview.

### **What is necessary to receive services?**

Students must contact the Office for Disability Services at LCN, register with ODS, provide appropriate documentation, and agree to accept the responsibilities outlined in the Student Responsibilities Contract.

### **What documentation is required?**

Students must provide a current (within 3 years) diagnostic statement and evaluation by an appropriate professional that makes evident the current impact of the disability and includes recommendations and a rationale for appropriate accommodations.

### **What types of accommodations are given?**

Accommodations are determined on a case-by-case basis and vary according to individual needs. Some of the more common accommodations include extended test time, tests taken in a distraction-reduced room, tests and classroom materials provided in an alternative format, and notetaking assistance.

### **How are instructors notified of accommodations?**

After reviewing the documentation and meeting with the student, ODS will provide letters outlining approved accommodations for the student to give to instructors. It is the student's responsibility to discuss implementation of the accommodations with the instructors.

### **Do I need to register every semester?**

No. One registration covers the student's LCN career. However, the student will need to meet with ODS every semester to update documentation of disabilities that may change over time, provide current contact information, and discuss appropriate accommodations for the current semester's courses.