POLICY FOR STUDENTS WITH DISABILITIES

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. Whenever an applicant for admission demonstrates that he or she is a handicapped individual within the meaning of applicable Federal and State Law and is otherwise qualified for participation in a course or program, the College will make reasonable accommodation to the known physical or mental limitations of such otherwise qualified applicant. Such accommodation, however, must not impose an undue hardship on the College in the form of an undue financial or administrative burden.

Specifically, it would be an undue financial burden on the College if the cost of the accommodation requested or required by such applicant exceeded the amount of tuition that would be paid by or for such applicant to the College to attend such course or program.

In determining whether an applicant who is hearing impaired and relies on American Sign Language to communicate is otherwise qualified, such applicant will be required to demonstrate proficiency in standard written English as a pre-requisite to admission.

Some examples of accommodations provided by the College are the following:

- Extended time on exams
- Taped versions of exams
- Exams in alternate forms
- Exams in a distraction-free environment
- Alternative methods of demonstrating mastery of course objectives
- Allow student to tape when necessary

Students requesting accommodation must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional on the basis of an examination conducted within the last four years. The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form.

A student seeking accommodations must meet with Mrs. Kiehart in the Department of Academic Development, Seeley Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and notifying the instructor if accommodations are required. A school plan such as an individualized education plan (IEP) is insufficient documentation. Accommodations cannot be made for students who do not provide the necessary documentation. The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.

All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information, or to schedule an appointment, please call 961-7821.

VOTER REGISTRATION

Your vote is your voice as an American citizen. It’s your opportunity to make your voice heard. In support, the College distributes Pennsylvania voter registration forms at freshman orientation. Additional forms are available in the Student Affairs Office. For out of state students, forms are usually available online at your state’s website.