

## Receiving Accommodations “To Do” Checklist

During your recent visit to Lackawanna College:

1. You completed the Accuplacer placement exam our admissions process mandates. When answering the Local Background Questions, you identified yourself as having a disability or
2. You have submitted your SAT/ACT scores, you have a documented disability, yet you are unsure of how to disclose/ proceed to receive reasonable accommodations in the classroom.

**It is your responsibility to request accommodations as early as possible. If you feel you would like to continue with the process, we have comprised a “to do” list for you to follow:**

\_\_\_\_\_ Submit your documentation to the Office of Admissions (**an IEP is insufficient documentation**) of the Scranton campus. If you are taking classes at a Center, (Environmental Education, Hazleton, Lake Region, Sunbury, Towanda, or Tunkhannock) please submit your documentation to the Center Director or Enrollment Specialist at your location.

\_\_\_\_\_ Documentation consists of a diagnostic 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 a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how the diagnosis was reached, and the **credentials and signature of the professional**; information on how your disability affects a major life activity; information on how the disability affects your academic performance; and specific requests for accommodations, as well as an explanation as to why each accommodation is requested. **Letter submission must include the following elements: typed on letterhead, dated, and signed by qualified individual.**

\_\_\_\_\_ 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 in the **Health History Form within the Residence Life Packet.**

**\*This applies to dorm students only.**

\_\_\_\_\_ Make an appointment to meet with Mrs. Kiehart in the Academic Development/ Office of Disability Services, Suite 110 in Angeli Hall at the **beginning** of the semester if you are a Scranton campus student or with the Center Director at the

campus you attend. **If you choose not to meet with Mrs. Kiehart or your Center's Director, the process will end, and no accommodations will be received.**

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During this meeting, you will complete an action plan/self-report and you will sign a release form to electronically notify your instructors of your disability and accommodation(s). Thereafter, you will receive a falcon's e-mail notification at the **start of each new semester** you are attending from Mrs. Kiehart to review accommodation changes and instructor notification. If no changes are to be made, then no action is required.

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Check in with the Academic Development/Office of Disability Services or with your Center's Director throughout the semester to let us know how you are doing. If you were assigned a disability mentor, please check in with them around midterms and finals weeks.

Please note that 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 they are 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 accommodations, however, must not impose an undue hardship on the College in the form of an undue financial or administrative burden.

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

- Extended time on exams
- Extended time on assignments
- Exams in a distraction-free environment
- Copies of an instructor's note/outlines
- Alternative methods of demonstrating mastery of course objectives
- Note taking services

If you have any questions about disability accommodations, you may contact Mrs. Christine Kiehart, Director of Disability Services, (570) 504-8097 or at [kiehartc@lackawanna.edu](mailto:kiehartc@lackawanna.edu).