Office of Accessibility Services
Information for Instructors

The only way in which students should be receiving accommodations in the classroom due to disability is for the student to self-disclose and request accommodations through the Office of Accessibility Services. Instructors should not provide accommodations unless student has requested accommodations in this manner. Instructors should not provide accommodations other than what is stated in the student’s accommodation letter.

If an instructor suspects that a student has a disability, the instructor should never ask the student if they have a disability. It is recommended that the instructor include on their syllabus information regarding Student Support Services such as, Tutoring, Counseling, and the Office of Accessibility Services. Instructor can then refer students to the syllabus to make them aware of services available at LCCC.

By law, a student must be provided with reasonable accommodations once accommodations are requested. This is not negotiable. Reasonable accommodations aid a student with a disability so they are able to fully participate in his or her education. Reasonable accommodations do not give students with disabilities an unfair advantage; they simply provide an equal opportunity to successfully complete their academic program. Reasonable accommodations do not include supports that would be considered an undue hardship for the college, or cause a significant curriculum modification.

Once student has requested accommodations and provided necessary documentation, the Counselor of Accessibility Services will generate accommodation letters describing the supports needed.

Students are strongly encouraged to request accommodations at this beginning of each semester. The student is instructed to provide accommodations letter to his/her instructors promptly after receiving them from Counselor of Accessibility Services. Ideally, this would after class on the first day of class or the beginning of semester by appointment.

Once instructor has received the accommodation letter from the student, notification receipt should be sent to Counselor of Accessibility Services.

It is the student's responsibility to arrange accommodations with instructor. A student should give instructor at least a week’s notice when making arrangements for accommodations such as extended time and distraction free testing in the learning lab.

An instructor must drop of a student’s test to the Learning Lab for proctoring and instructor must pick up test once it is completed. Student is not to hand-carry test and/or return to instructor. If test is in Electronic Format, it can be emailed to ssocash@luzerne.edu

Testing arrangements can be made by contacting Susan Socash, Coordinator of Student Support Services at 570-740-0775 or ssocash@luzerne.edu
http://www.luzerne.edu/studentlife/support/

A student has the right to make a complaint if they feel they are being discriminated against or if they feel they are not being accommodated properly. View more on the Student Intranet at https://studentportal.luzerne.edu/accessibilityservices/

Please view 'Promoting Academic Success In the Classroom for Student’ for additional information about Accessibility Services and how it relates to Instructors.