Eligibility for DSS services

Disability Support Services (DSS) is committed to providing equal opportunity accommodations for visitors and qualified students with disabilities in accordance with the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Washington State Law. To be eligible for disability services, students must have a disability as defined by the above laws and show how the disability affects a major life function.

Student Rights and Responsibilities

As a student, I acknowledge that I have the right to:

- Request accommodations or chose not to request accommodations each quarter, (participation is voluntary).
- Equal access to programs, activities, and services at Lower Columbia College.
- Receive assistance from the DSS office in the form of reasonable accommodations.
- Appeal decisions regarding the determination of accommodations to the ADA/504 Coordinator, currently LCC's Vice President for Student Success, Lisa Matye Edwards, Admissions Center 159, lmatyeeedwards@lowercolumbia.edu, (360) 442-2301.

As a student, I acknowledge that I am responsible for:

- Self-identifying to the DSS office
- Requesting assistance from the DSS office
- Completing an Intake Interview with DSS
- Providing formal, written documentation of my disability from a qualified professional, according to guidelines provided by DSS
- Requesting services in a timely manner- 4-6 weeks prior to the beginning of EVERY quarter (for accommodations such as: Braille, Audio Books, and Ergonomic Furniture)
- Requesting reasonable accommodations to DSS every quarter through a Quarterly Request form.
  - Every quarter a student is requesting academic accommodations from DSS, s/he needs to come to Disability Support Services and complete a quarterly request form and attach a copy of his/her class schedule.
- Inform DSS if I add, drop, or change a class during the quarter by submitting an updated copy of my schedule.
- Inform DSS if I want to add, drop, or change an accommodation by submitting an updated Quarterly Request form.
• Contact DSS in a timely manner when problems or questions arise about their accommodations or academic progress
• Meet the academic and conduct standards of LCC required for all students.

**Disability Support Services (DSS) Rights and Responsibilities**

DSS has the right to:

• Request current documentation that meets eligibility guidelines to verify the need for reasonable accommodations.
• Select effective accommodations, or academic adjustments once consult with the students and on a case-by-case basis
• Refuse a request for accommodations if documentation is not valid or current
• Refuse to provide an accommodation that is inappropriate or unreasonable in such a manner as to:
  o Pose a direct threat to the health and safety of others
  o Constitute an alteration to an essential element of course or program
  o Or pose an undue financial or administrative burden to Lower Columbia College.

DSS has the responsibility to:

• Meet with a student and complete an Intake Interview, and identify reasonable accommodations.
• Review and interpret documentation in order to determine student eligibility for services or reasonable accommodations.
• Determine accommodation needs based on documentation on case by case basis
• Coordinate accommodations between student and instructor
• Work with campus staff to assure accessible facilities, programs, and activities.
• Answer questions students may encounter about DSS accommodations

**What is the deadline for students to ask for accommodations?**

DSS will acknowledge requests throughout the quarter however students are encouraged to contact DSS early preferably 4-6 weeks prior to the start of the quarter. Accommodation requests may take several weeks to implement. For example equipment, ergonomic equipment, ergonomic furniture, interpreters, alternate format, audio books, and braille books can take 6 and sometimes 8 weeks. *(Equipment may need to be ordered, staff such as interpreters may need to be hired, and alternate format may need to be secured from publishers and created.)*

**The above responsibilities have been explained to me, and I understand my responsibilities.**

__________________________________________________________________________

Student ____________________________ Date ______________________

__________________________________________________________________________

Disability Support Services ____________________________ Date ______________________

*Revised by DSS 11/2014*