

LaGrange College Accessibility Services Policy

Panther Academic Center for Excellence

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, LaGrange College recognizes the importance of providing the appropriate resources and services to students with disabilities. LaGrange College is committed to providing an inclusive environment on campus for students with disabilities for academic classes and college sponsored activities and events.

Accessibility and Accommodations

1. The student must register with PACE as part of the approval process for the accommodations and services for academics and college sponsored activities and events.
2. The student must meet the federal definition of disability and must provide supporting documentation, such as a letter from a treating therapist, psychologist, psychiatrist, and/or other medical professional who is qualified to give a diagnosis and is currently treating the student for the disability/disabilities for which they are requesting accommodations.
 - a. Documentation must be on official letterhead and be signed/dated within two years of the request for accommodations. Approval for accommodations will remain in effect for two years, at which point the student will be required to provide updated documentation.
 - b. Documentation should include a specific diagnosis/diagnoses and list of recommendations for accommodations.
 - c. Documentation should provide evidence that the provider has treated the student for the condition for which the accommodation is being requested.
 - d. Documentation should state the impact or functional limitations imposed by the disability/disabilities on the student's academics and explain how the disability/disabilities relates to the request for the recommended accommodations. There must be a direct link established between the diagnosis and the requested accommodations.
 - e. Documentation cannot be provided by the LaGrange College Counseling Center for accommodations.
3. After the documentation provided for accommodations has been approved, the student must complete the accommodation process by meeting with the ADA Coordinator. The student's eligibility for specific accommodations is determined by the nature of their disability/disabilities and the available resources and services on campus. The accommodation process includes the following steps:
 - a. Student must schedule either an in person or virtual accommodations appointment with the ADA Coordinator.
 - It is the student's responsibility to schedule an accommodation meeting with the ADA Coordinator every semester to obtain a current Academic Accommodation Letter on file with faculty members and PACE.
 - b. The student will provide the documentation prior to or during the scheduled accommodation appointment to the ADA Coordinator. A copy of the documentation will be kept on file.

- It is the student's responsibility to provide updated documentation to the ADA Coordinator (within 2 years). If the documentation is not current, then the student will need to obtain current documentation to complete their accommodation requests.
- c. The ADA Coordinator will use the student's documentation and the Americans with Disabilities Act, Section 504, as guidelines for determining the student's eligibility for accommodations and services on the Student Academic Accommodation Letter.
- If requested accommodations cannot be provided on campus, the ADA Coordinator may refer the student to resources and services off campus for additional support. Any resources and/or services off campus are the responsibility of the student.
- d. The ADA Coordinator and the student will review and sign the Academic Accommodation Letter indicating the awareness of the agreed accommodations assigned to the student on campus.
- Within the academic semester if there are any changes and/or updates needed in the Academic Accommodation Letter, it is the responsibility of the student to contact the ADA Coordinator. The ADA Coordinator will utilize the student's documentation, the available resources on campus, and the Americans with Disabilities Act as guidelines for eligibility of accommodations and services.
- e. The student will be provided the Academic Accommodation Letter to distribute to all faculty members for the academic semester or year. The student is instructed by the ADA Coordinator to schedule a meeting with each faculty member to discuss the specific accommodation plans for the academic semester.
- It is the student's responsibility to schedule a meeting to discuss and review the Academic Accommodation Letter with each faculty member.
- f. Faculty members must review, sign, and return the Academic Accommodation Letter to the ADA Coordinator that he/she received from the student.
- Faculty members can consult with the ADA Coordinator for additional support with coordinating accommodations for academic and/or personal purposes.
 - Faculty members will only honor accommodations for the current semester listed on the Academic Accommodation Letter. If the Academic Accommodation Letter is not current for the semester, the faculty member should advise the student to contact the ADA Coordinator to obtain a current copy.
- g. The ADA Coordinator files the returned signed Academic Accommodation Letters from the faculty in the student's file.
- h. The ADA Coordinator advises and encourages students who are registered with PACE for accommodations to utilize other campus resources such as:
- Academic Coaching
 - Supplemental Instruction
 - The Tutoring Center
 - The Writing Center

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