



Section: PUPILS
 Title: ADULT STUDENTS WITH DISABILITIES
 Adopted: March 19, 2013
 Revised:

	241. ADULT STUDENTS WITH DISABILITIES	
1. Purpose	<p>It is the mission of the Lebanon County Career and Technology Center (LCCTC) to provide students with the skill, knowledge, and understanding necessary to obtain employment, advance in careers, pursue postsecondary education and enrich their lives. Adult students are admitted to The Lebanon County Career and Technology Center (LCCTC) Adult Education Programs on the basis of evidence which the LCCTC has determined through its experience demonstrates the potential for a student to benefit from its post-secondary Adult Education programs.</p>	
2. Authority	<p>In accordance with applicable law, the LCCTC will provide reasonable accommodations for students with documented disabilities that limit their ability to participate in programs for which they are qualified. LCCTC utilizes an individualized process to establish reasonable accommodations that requires submission of recent, specific, written documentation provided by qualified professionals before any request for accommodations can be evaluated. Students in LCCTC's Adult Education programs are responsible for notifying LCCTC in accordance with this policy if they are interested in having instructors, academic advisors, or administrative staff notified of a disability.</p> <p>Upon acceptance into an LCCTC Adult Education program, students with disabilities who plan to request academic or other accommodations and wish to self identify, must complete and return the LCCTC Disability Notification Form along with required documentation from a qualified professional. New students are encouraged to have all necessary information submitted by the first day of classes.</p>	
3. Delegation of Responsibility	<p>All documentation supporting a request for accommodations must be current. Evaluations must have been completed within the last three (3) years and must include a history, diagnosis, an explanation of how the disability limits major life activities, and a list of recommended accommodations. Documents supporting requests for accommodations are accepted and evaluated by the LCCTC Disability Review Committee, which is comprised of senior administrators and/or faculty, as appropriate. All requests for reasonable accommodations will be considered. Reasonable accommodations determined by the Disability Review Committee as likely to facilitate access to the educational opportunities offered by LCCTC will be approved. Accommodations which present a fundamental alteration to the structure or content of LCCTC's Adult Education programs, or which are determined to represent an undue burden, will not be approved.</p>	

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NOTE: Lebanon County Career and Technology Center reserves the right to require additional testing or documentation of any student with disabilities at any point in the process of considering an accommodations request, or at any other point during the student's subsequent enrollment in any of its programs.

4. Guidelines

Process for Requesting Academic or Other Accommodations

Declaration of Disability

Applicants and accepted students may request a Disability Notification Form from the Adult Education Office. All records concerning disability accommodations are confidential and are kept in the Adult Education office. The Adult Education Program Coordinator acts as liaison between students with disabilities and Adult Education program faculty. Academic or other accommodations will only be provided to qualified students upon written notification of LCCTC approved accommodations from the Disability Review Committee.

Documentation Requirements

Learning Disabilities:

Requests for accommodations related to learning disabilities must be supported by recent psychoeducational evaluations. This evaluation must be conducted by a psychologist, neurologist, neuro-psychologist, or certified educational psychologist.

An official copy of the completed evaluation (signed by a qualified professional) must be submitted. Evaluations which do not contain specific recommendations for accommodations applicable to post-secondary study will not be accepted.

Physical/Medical Disabilities:

Requests for accommodations related to a physical or medical disability have similar documentation requirements. Recent documentation of the nature of the impairment or condition must describe how it limits one or more major life activities and describe the probable impact of the impairment or condition on a student's ability to succeed in and benefit from LCCTC's Adult Education programs. Prescribed accommodations should be related to enhancing the student's ability to succeed in and benefit from a post-secondary adult education program. This document must be in writing from a physician, physical therapist or other qualified professional.

Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder:

Accommodations for Adult Education program students with ADD or ADHD will be considered only when prescribed in a recent diagnosis from a physician or licensed psychologist with formal training in the assessment of these conditions. The diagnosis should include a statement of the student's medical needs. It should describe as fully as possible the impact of medications on the student's ability to handle the pressures of a deadline-intensive, complex problem-solving curriculum typical of a college level professional arts education. Unless a second, complicating learning disability is also present, the psychoeducational evaluation is not necessary.

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Psychological Disabilities:

Requests for accommodations as a result of an impairment caused by mental illness will be considered if the impairment substantially limits a student's ability to function in the adult education program environment. Recent documentation describing how the impairment limits or has an impact on the individual's ability to function as a student in a post-secondary adult education program must be provided in a written statement from a licensed mental health practitioner. Prescribed accommodations should be related to increasing or enhancing the potential for success in and ability to benefit from PCA&D's educational programs.

With respect to any request for accommodation, if there is a recent individualized Education Program (IEP or other supplementary documentation that might be useful in assessing a request for accommodations, such documentation may be submitted at the student's discretion but shall not be sufficient to support a request for accommodations absent the accompanying information required under this policy.

Confidentiality

All documents related to requests for accommodations are considered confidential and are not part of the student's permanent academic record. When documentation supporting a request for accommodations is requested and/or received, a student will be asked to sign an appropriate release form. This form enables LCCTC to involve appropriate individuals (including personnel within LCCTC and the student or applicant's physician, therapist, counselor, etc.) in the process of considering the request for accommodations. It also provides consent for LCCTC to notify appropriate faculty or support personnel of any subsequently approved accommodations.

Appeal Process

Once all necessary documentation is received by the Disability Review Committee, a meeting will be scheduled. The Disabilities Review Committee is comprised of senior administrators and/or faculty as appropriate. Students or applicants requesting accommodations are invited to communicate with the Committee when it meets regarding their specific needs and additional relevant information. However, the decision to accept, decline, or modify requested accommodations is made by the Disabilities Review Committee.

Students requesting accommodations will be notified in writing of any accommodations approved by the Committee. If the student is not satisfied with the decision of the committee, a written appeal may be submitted. The Disabilities Review Committee will discuss the appeal and send a written response to the student. The Committee's decision at this stage is final and is not subject to further appeal.

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Notification

After a student registers for courses, the Adult Education Program Coordinator will inform appropriate faculty of any academic or other accommodations that LCCTC has approved for the student. If a student wants additional staff or faculty notified, a space on the Accommodations Information Release Form is provided for their names.

Academic Progress

All LCCTC Adult Education students are responsible for self-advocacy with their instructors. Students are expected to take all necessary action to ensure that they have a clear understanding of each instructor's curricular and attendance expectations (which may be in addition to the requirements of LCCTC's mandatory attendance policy). Adult Education students with disabilities and approved accommodations should initiate regular meetings with instructors to monitor their own progress—particularly if they are having greater-than-normal difficulty with course materials.

If a student's approved accommodations include special provisions for taking exams, it is the student's responsibility to work out the details with the instructor IN ADVANCE of any exam date.