



DISABILITY SERVICES STUDENT HANDBOOK



Lenoir-Rhyne University Disability Services Policies & Procedures

The university policies and procedures for the Disability Services Office listed in this handbook are living documents subject to change due to ongoing judicial decisions. These policies and procedures are periodically reviewed by the university and revised to comply with all applicable laws.

PROCEDURES FOR REQUESTING ACCOMMODATIONS:

1. Upon notification of acceptance into Lenoir-Rhyne University, students with disabilities need to fill out a Request for Accommodations Form and return it to the Disability Services Office.
2. Students must present complete documentation of the disability to the Director along with Lenoir-Rhyne University ¶ V 5 H T X Accommodations Form (see pages 5-10 for specific documentation requirements based on the disability).
3. After the appropriate documentation and request form have been received, the Director will review the documentation and all related information to determine qualification for requested accommodations.
4. , I W K H U H L V L Q V X I I L F L H Q W L Q I R U P D W L R Q Z L W K request, the Director may ask for additional materials.
5. After a complete review, the Director will schedule a meeting with the student to discuss approved accommodations.
6. At the beginning of each semester, the Director will provide faculty accommodation letters to each professor via e-mail explaining the specific accommodations approved for his/her class.
7. The student will receive this e-mail and a signed copy of the accommodation letter. Each student is encouraged to meet individually with their professors to discuss the accommodations and how they will apply to the specific course. A copy of the letter will also be p O D F H G L Q W K H V W X G H Q W ¶ V I L O H L Q W K H
8. At any time during the semester if a student or professor feels that changes need to be made in the approved accommodations, the student must make an appointment to discuss changes with the Director.
9. Each student is required to notify the Disability Services Office to request that new accommodation letters be sent to his/her professors each semester.

****NOTE:** IF requests are made after the beginning of the semester, all approved accommodations become effective as of the date of the accommodation letter. No retroactive accommodations will be granted While LenoirRhyne

If current documentation is not available prior to the start of the semester, provisional services may be provided. Provisional services will cease at the end of one semester.

Lenoir-Rhyne University Documentation Guidelines:

Students who are requesting modifications and/or accommodations to courses or university policies and procedures from the Disability Services Office at Lenoir-Rhyne University are required to submit documentation to verify eligibility for accommodations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A diagnosis of a disorder/impairment alone does not automatically qualify an individual for specific accommodations under the ADA.

The following guidelines are provided in the interest of ensuring that submitted documentation is appropriate and complete:

Guidelines for Documentation of a Physical or Psychiatric Disability:

Students at Lenoir-Rhyne University who are requesting special accommodations on the basis of a physical or psychiatric disability must submit appropriate documentation of the disability. Decisions regarding eligibility for reasonable accommodations can be reached only after appropriate documentation of the diagnosis and supporting data are on file with the Disability Services Office at the University.

1. Students must submit a written statement from a licensed physician or licensed therapist describing the disability/mental health issue/physical health issue on official office letterhead (prescription pad notes are not accepted.) This document must be signed and dated by a medical professional qualified to diagnosis the disorder or medical issue.
2. This statement **MUST** include: diagnosis with , treatment plan, limitations caused by the disability, possible medical complications, and prognosis for improvement.
3. The documentation should list associated lab, and test data, when appropriate.

- b) Reading (decoding and comprehension) -Please indicates the student's ability to comprehend longer passages, more typical of university texts than some assessment instruments provide. Examples of acceptable tests include [please use age appropriate norms]: WJ (Achievement); Woodcock Reading Mastery Tests; SATA; WIAT; or Stanford Diagnostic Reading Tests (or any other professionally accepted assessment tool).
- c) Mathematics (applied [word problems] and calculations) -Please indicate whether or not the student was successful with algebra problems. Scores rarely provide this. For example, students can score within the low average range on the WRAT without attempting any of the algebra problems. Examples of acceptable tests include [please use age appropriate norms]: SATA; WJ (Achievement); Stanford Diagnostic Mathematics Tests; KeyMath-Revised/NU; or WIAT; (or any other professionally accepted assessment tool).
- d) Oral expression -Please indicate the student's ability to convey information in a detailed, organized manner. Examples of acceptable tests include [please use age appropriate norms]: Informal assessment during evaluation or WIAT.
- e) Listening Comprehension -Please indicate the student's ability to comprehend complex verbal material or information. Examples of acceptable tests include (please use age appropriate norms): Informal assessment during evaluation or WIAT.
8. The documentation must include the following information:
- x Name of the assessment instrument(s) used
 - x Quantitative and qualitative information which supports the diagnosis
 - x Severity of the learning disability and impact in and out of the classroom
 - x Recommendations for specific accommodations
 - x Notation of medication(s) prescribed if any, and potential impact on learning
 - x Additional observations or recommendations, which could assist us in adequately serving the student.
 - x The name(s), title(s), credentials, address(s), and phone number(s) of the evaluator(s), as well as date(s) of testing. The material should be on letterhead of the individual professional or the agency/firm of which the professional is employed.

) R U V W X G H Q W V Z L V K L Q J W R U H T X H V W H Q W U D Q F H
 the foreign language requirement, the evaluator must clearly state that as a result of the diagnosed impairment the student is unable to learn a foreign language. Merely showing

that learning a foreign language will be difficult or challenging is not sufficient for entrance into the cultural enrichment program, as the study of a foreign language can be difficult or challenging for non-disabled students. Also, being exempted from foreign language in High School under the requirements of the Individuals with Disabilities Education Act (IDEA) does not automatically mean the student will be exempted from the study of a foreign language in a post-secondary institution. Please contact the Director of Disability Services for details about the cultural enrichment program.

The aforementioned guidelines are provided so that the Disability Services Office can respond appropriately to the individual needs of the student. In regard to the evaluator(s) recommended accommodations, the evaluator(s) recommendations will be considered, however, the Director of Disability Services will make the final determination regarding what accommodations will be provided based on the severity of the diagnosis and whether the requested accommodation will fundamentally alter the nature of the course/assignment or the program. Additionally, under the Americans with Disabilities Act of 1990, the university can deny a requested accommodation W K D W S R V H V D Q ³ X Q G administrative burden on the institution.

****Note:** All documentation submitted will be retained in the Disability Services Office will be considered confidential information.

accommodations are not identified specifically in the diagnostic report, the Disability Services Office must request and receive this information before services can be

Housing Accommodations

Emotional Support Animal in University Housing

An Emotional Support Animal/Comfort Animal is defined as an animal that is selected for or prescribed to an individual with a disability by a healthcare or mental health

Foreign Language Requirements

The study of a foreign language is a requirement within Lenoir-Rhyne University ¶ V F R U curriculum and is considered essential to a liberal arts education and to the educational

Cultural Enrichment Eligibility Requirements

If eligible and approved,

Disability Services:

Other Assistance Available on Campus:

In addition to the services and accommodations provided by the Disability Services Office and listed in this handbook, Lenoir-Rhyne University also offers many other support services which are available to ALL Lenoir-Rhyne students on campus.

Lohr Learning Commons:

Located on the 2nd floor of the Rudisill Library provides:

Tutoring Services:

Contact the Learning Commons at 828-328-7024 or 828-328-7622 or e-mail

Carla.Fowler@lr.edu

Online Requests may be made at--- [Tutoring Request Form](#)

Writing Assistance:

The Writing Center provides assistance with written assignments and oral presentations for any class. Contact the Writing Center at 828-328-7436 or e-mail

[Writing Center](#)

Math Assistance:

All students at Lenoir-Rhyne University are eligible to receive tutoring through the

REFERENCES & RESOURCES:

U.S. Department of Education, Office of Civil Rights, (2002) Students with Disabilities Preparing for Postsecondary Education: know your rights and responsibilities. Heath Resource Center, Washington, D.C.

To view on-line: [DOE-- Know Your Rights and Responsibilities](#)

American Council on Education. Section 504: The Law and Its Impact on Postsecondary Education. Heath Resource Center, Washington, D.C.
202-939-9300

Association on Higher Education & Disability (AHEAD)
P.O. Box 21192, Columbus, OH 43221-0192. [AHEAD Website](#)

Recordings for the Blind & Dyslexic ² RFB&D
20 Roszel Road, Princeton, NJ 08540; 1-800-221-4792; [Recordings for the Blind and](#)

APPENDICES

Are you a Veteran of the U.S. Armed Forces? ____ Yes ____ No

If yes, what branch? _____

(OVER)

LR Campus: ____ Hickory ____ Asheville ____ Columbia, SC

Do you or have you previously had an IEP/504 Plan? ____ Yes ____ No

ACCOMMODATIONS:

Please list any academic accommodations or support services that you have received in the past: _____



Disability Services Office

Phone: (828) 328-7296

Sherry.proctor@lr.edu

Student Information Form

Please PRINT

Date: _____

Semester/yr: Fall 2020 _____ Spring _____ Summer _____

Full Name: _____

Student ID #: _____ **Date of Birth:** _____

LR E-Mail Address: _____

Cell Phone: _____

Campus Address: _____

Home Address: _____

City _____ **State** _____ **Zip** _____

Home Phone: _____

Major: _____

Minor: _____

Academic Advisor: _____

GPA From Last Semester: _____ **Cumulative GPA:** _____

Class Status: Freshman Sophomore Junior Senior Graduate

Diagnosed Disability/ies: _____

Disability Services Office

Phone: (828) 328-7296

Student Authorization for Release of Information

The Disability Services Office, the Director of Disability Services and the Assistant Dean of Students for Personal Development and Student Support at Lenoir-Rhyne University have my permission to contact university faculty or staff regarding my classes and to discuss my disability. It is my understanding that either the Director, or designee, will explain the extent of my disability, as well as, identify and discuss possible accommodations within that course that may assist me in my academic performance.

Hickory, NC

Disability Services Office

Phone: (828) 328-7296

Waiver of Services

I, _____, understand my rights to receive reasonable accommodations from the Disability Services Office of Lenoir-Rhyne University based on my documented disability.

However, at this time, I am waiving my rights and privileges to the following services:
