

## Disability Services Information for Faculty

Lone Star College is committed to ensuring equal access to its educational programs, activities, and facilities for students with disabilities. Disability Services Office (DSO) assists current and future students by determining and recommending appropriate academic support services. DSO focuses on helping students with disabilities make a successful transition to the college and acts as a referral source for services both on campus and within the community.

It is the policy of Lone Star College System (LSCS) to comply with the fundamental principles of nondiscrimination and accommodation in academic programs as set forth in the primary laws that effect higher education and disability. These are: Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendment Act (ADAAA).

**Neither Section 504 nor the ADA requires colleges to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate students with disabilities.** The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities (Equal Access). Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty, and staff.

### Documentation/Eligibility

Disability Services is responsible for maintaining confidential records and coordinating accommodations and services for students with disabilities. A student requesting accommodations is required to submit an application and supporting documentation of the disability using the Virtual Disability Assistance Center (VDAC) and meet a Disability Services Counselor for an intake meeting. Once the accommodations are determined, the student will go into the Virtual Disability Assistance Center (VDAC) to choose which accommodations he/she would like to use in each class. Then the faculty notification letter will be emailed to the faculty member and a copy will be sent to the student's LSC email address. Students are strongly urged to begin the procedure as soon as registration opens each semester and at least four weeks before classes begin. Accommodations are in effect as soon as the faculty notification letter is sent to the faculty. Accommodations are not retroactive.

### Examples of Accommodations Widely Accepted in Postsecondary Education

The following accommodations are examples of accommodations that may be assigned to students at LSCS; this is not an all-inclusive list:

- Sign language interpreters, captionists;
- Readers, scribes, and note-takers;
- Allowing extended time for examinations and in class assignments;

- Recording lectures;
- Using assistive technology;
- Using alternative testing formats (such as audio or braille);
- Preferential seating;
- Testing in separate room;
- Providing an alternative format to print materials (Braille, large print, etc).

A student with a disability has a right to an equal opportunity to participate in and benefit from programs offered at LSCS. A student's disability related information remains confidential. DSO will not disclose the nature of a disability to a faculty member. Students are urged to take an active role in applying for reasonable accommodations and in working with both disability services and their faculty to maximize use of their accommodations. Students are strongly encouraged to develop this working relationship with their faculty as early as possible.

For many faculty, having a student with a disability in a class poses new and unique opportunities and challenges. Always contact DSO if you have any questions or concerns regarding a student with a disability or his/her accommodations. We welcome the opportunity to work with faculty to find mutually acceptable solutions.

Thank you for your dedication to our students!

### **Disability Services Contact Information:**

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