



Faculty Role in the Interactive Process of Accommodation

How does the Accommodation Process for Students with Disabilities at Lone Star College begin?

- A student or prospective student requests accommodations or services at any of the LSC locations or online by finding their DS Provider and following instructions online at <http://www.lonestar.edu/disability-services>.
- Students can complete the application and submit required documentation using the Virtual Disability Assistance Center (VDAC) prior to visiting a Lone Star College location or meeting with a DS Provider. (Disability Services is currently online due to COVID).
- LSC Disability Services Offices respond to a student's request for academic accommodation by;
 - Confirming receipt of and reviewing submitted application and documentation.
 - Contacting the student for further documentation or to notify the student their information has been verified.
 - Scheduling an intake appointment for students who have completed the verification process. Accommodations are discussed and awarded after this (in-person, phone, or online) meeting.
 - Emailing a faculty notification letter to the faculty and sending a copy to the student.

What is the Role of LSC Faculty in the Accommodation Process?

- LSC Faculty are invited to participate in the interactive process of accommodations when they receive the Faculty Notification Letter.
- Faculty know their curriculum, and their instruction method, which may prevent or be in conflict with an accommodation agreed upon by the DSO and the student. This is an opportunity to contact DSO and discuss ideas and offer suggestions.

- Instructor's interactive role:
 - Receiving the Faculty Notification letter frequently begins the interactive process for faculty; the Letter may be their first invitation to participate in the dialogue about accommodations in their classroom.
 - Instructors will receive the faculty notification letter via LSC email and should review it and contact the DS Provider with questions or comments.
 - The instructor is responsible to carry out the accommodations as listed.
 - Instructors are invited to stay in touch with the DS Provider and to ask for assistance when needed.
 - If an instructor has suggestions for accommodations, or concerns about implementing the accommodations in the Accommodation Letter, the instructor may:
 - Contact the DS Provider,
 - Make an appointment to meet with the student, or
 - Both of the above.

Summary

- If a student requests accommodations directly from the faculty, without an accommodation letter, or discloses that he or she has a disability instructors should refer the student to the DS Provider at their College or refer the student to the website, <http://www.lonestar.edu/disability-services>.
- Faculty are discouraged from creating and implementing accommodations without a Faculty Notification Letter. The DSO reviews and verifies all disability service requests and documents, to ensure that students are eligible for accommodations and to ensure that the most appropriate accommodations are identified.
- Referring students to the DSO helps the student connect with academic supports that will be provided consistently throughout their time at LSC. "Courtesy accommodations" by one instructor may not be provided by another instructor and could create a frustrating experience for the student.
- For more information about policies and procedures to support students with disabilities, refer to Lone Star College Policy and Procedures webpage at <http://www.lonestar.edu/policy.htm>, including section **VI.D.11. Students with Disability Rights**, <http://www.lonestar.edu/student-welfare-rights.htm>.

Contact Us:

<http://www.lonestar.edu/disability-services.htm>