

# Determining Eligibility for Services

Students and Learning Support Services (LSS) staff complete an intake process in which the student's expressed needs and the disability documentation is reviewed. Eligibility for services is based on a combination of the student's description of need, the thoroughness of the disability documentation, and documentation guidelines developed by LSS staff. At the conclusion of the intake a documented accommodations plan is completed for each student and training in use of the accommodations or services is provided. An IEP is helpful but NOT sufficient documentation.

Providing documentation of disability is the responsibility of the student. In general, the less obvious the disability, the more information is required to assess a student's needs and make accommodation recommendations. Documentation should be recent, relevant and comprehensive, and, where appropriate, contain test scores and interpretation (e.g., learning disability reports, audiograms, etc.) If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the college has the discretion to require additional documentation. Any cost incurred in obtaining additional documentation is also borne by the student.

Note: Pending the receipt of appropriate documentation, the college reserves the right to deny services or accommodations.