

# LAFAYETTE COLLEGE

*Academic Resource Hub • Accessibility Services*

Easton, Pennsylvania 18042-1773 USA • TEL 610-330-5098 • FAX 610-330-3065 • [hub.lafayette.edu](http://hub.lafayette.edu)

## Accessibility Services Guide

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## Office Information

Accessibility Services is located on the 3rd Floor of [Scott Hall](#). The entrance to Scott Hall facing the quad is equipped with a ramp.

During the academic year, Accessibility Services is open Monday through Friday from 9:00 am to 5:00 pm. Students are welcome to stop by with brief questions or make an [appointment](#) to meet with Amy Arnold or Marty Sullivan.

## Accessibility Services Staff

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## Letter of Accommodation

The Letter of Accommodation is a document provided by Accessibility Services (AS) which outlines the reasonable accommodations that are to be provided to the student. This letter describes the approved accommodations as recommended by AS based on an individualized analysis of the student's disability.

A Letter of Accommodation is provided to professors when students have met all of the following criteria:

- Submitted application and appropriate documentation to verify their disability
- Met with a staff member from AS
- Have been regarded as an individual with a disability under the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008
- Are eligible to receive reasonable accommodations at Lafayette College

A Letter of Accommodation is sent electronically to each professor as requested by the student. The student is responsible for communicating directly with each professor regarding the accommodations and how the accommodations apply to the course.

**Students must request their Letters of Accommodation each term they require accommodations.** It is the student's responsibility to contact AS to discuss any changes to accommodations. Students should request their Letters of Accommodation as early in the semester as possible. There may be individual circumstances, however, where students receive their letters later in the semester. For example, a student was recently diagnosed with a disability or a student was approved for accommodations later in the semester.

Accommodations are not retroactive. Accommodations begin on the date of the Letter of Accommodation. Students with questions regarding this process should contact AS.

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## How to Request Letters of Accommodation

1. Gather your course information including course CRN (i.e. ART 101 01), Professor First and Last Name, and have the information ready to reference.
2. Go to [My Academic Accommodations](#) and complete the [Letter of Accommodation request form](#).
3. Complete the Letter of Accommodation request form. Please allow at least three to five business days to process your request. If you need assistance to complete this form, contact Accessibility Services at [resourcehub@lafayette.edu](mailto:resourcehub@lafayette.edu).
4. Once processed, you will receive a copy of your Letter of Accommodation to your Lafayette email. The professors you have requested to receive your Letter of Accommodation will receive the letter via Google Drive from Accessibility Services.

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## Exam Accommodations and Proctoring Information

Ensure that you request the [Letter of Accommodation](#) and discuss the approved exam accommodations with each faculty member

If you would like to access your approved exam accommodations; **5 to 7 days prior to each exam**, discuss exam with course faculty and determine whether the faculty can provide your approved accommodations. Accessibility Services is available to consult

If the student is taking the exam with class/proctored by faculty, the instructor and student will determine the process for the student to access accommodations

If the student is requesting exam proctoring at the Hub, the student is responsible for submitting a [Hub Exam Proctor Request Form](#) **at least 3 business days in advance** of the scheduled exam

Once the student and faculty complete their respective portions of the form, an email containing the Exam Date, Start and End Time, and Equipment Permitted will be forwarded to the student and faculty. If the Hub is unable to proctor this exam, the student and instructor will be contacted directly



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## Note Taking Accommodation

If approved for this accommodation, select "Note Taking Services" on your Letter of Accommodation Request Form. This will act as your request for this accommodation.

Accessibility Services utilizes the [Note Taking Express](#) platform to create and distribute notes. Following your request, Accessibility Services will create your account in Note Taking Express. You will be receiving a separate email from Note Taking Express that provides instructions regarding how to access your individual account and a list of Frequently Asked Questions.

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## Alternative Format Textbook Requests

Students may request alternative format textbooks if they have been approved for this accommodation. Students are responsible to submit their requests each term and they must be registered for the courses. No alternative text will be distributed until students have signed the Student Alternative Text Contract. Requests should only be made after checking that the book is not available electronically, on course moodle or in Bookshare. Students must have purchased a print copy of the book and upload the receipt when submitting the book request. Requests should be made within 2 weeks of registering for courses so that enough time is given for delivery of the text.

Students must use the [Alternative Format Textbook Request Form](#) and supply the following when submitting their requests:

1. Title, ISBN# (13 digits preferred), Author, Publisher/Copyright Date, Course CRN
2. Receipts may be uploaded with the request, emailed or shown in person for proof of purchase.

## Student Tips for Professional Communication with Instructors

- As a student, you are not required to disclose the nature of your disability/disabilities to your instructors. At minimum, if you are requesting to utilize your academic accommodations in the classroom, the professor needs only to know that you are registered with Accessibility Services (AS).
- If you do voluntarily share more detailed information regarding your disability/disabilities, it is recommended that the disclosed information be academically relevant. The nature of your disability will not be disclosed by AS without your consent.
- When communicating with professors, whether it be in person, via email, or by phone, be clear and concise.
- At the beginning of each term, once your Letter of Accommodation has been distributed to your professor, you should have a follow-up conversation with your professor.
- Introduce yourself to your professor before/after class or during office hours to inform the professor that you are registered with AS.



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## Example of a Professional Conversation

“Professor (include the professor’s name here). My name is (include your name here) and I am registered with Accessibility Services at the Hub. You should have received my Letter of Accommodation from Accessibility Services via email. I am following up with you regarding any questions you may have about my accommodations.”

- If you prefer more privacy, schedule an appointment with the professor
- While it is recommended that you introduce yourself in person, you can also introduce yourself to your instructor via email.

## Example of Professional Email

Dear Professor (include professor’s name here),  
My name is (include your name here) and I am a student in your (include your course here) course this semester. You received my Letter of Accommodation from Accessibility Services for this term. I wanted to follow-up with you regarding this email and any question you may have about my accommodations in your classroom. I would be happy to meet with you during your office hours or set up a time outside of your office hours to discuss.

Thank you for your time,  
(include your first and last name here)

- If a follow-up conversation is necessary, be sure to do so in a timely manner. (Example: If a professor asked that you touch base with them prior to an exam regarding your accommodations, do so a week before the exam unless otherwise specified.)
- If an issue does arise regarding your accommodation(s), be sure to update Accessibility Services and professors as soon as possible.

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## General Resources

1. [Accessibility Services](#)
2. [Academic Resource Hub](#)
3. [Bailey Health Center](#)
4. [Counseling Center](#)
5. [Campus Life](#)
6. Transition Resources
  - a. [College Planning Resources](#) from The Western New York Collegiate Consortium
  - b. [Preparing for Post-secondary Education: Know Your Rights and Responsibilities](#)  
from the U.S. Department of Education Office of Civil Rights
  - c. [AccessCollege](#) from the University of Washington DO-IT Program
  - d. [Pennsylvania Secondary Transition Guide](#)