Dear Student,

Our Disability Services Office (DSO) is committed to providing access to students with disabilities at Lancaster Bible College. Accommodations are our tools for achieving this access and are determined on a case-by-case basis through an interactive process. In order to begin the interactive process of determining accommodations, students must first self-identify to the DSO by submitting: 1) a completed Disclosure & Intake Form, and 2) disability documentation. All documentation received by our DSO is treated as confidential under FERPA regulations. Please read about our Documentation Guidelines to better understand documentation requirements.

Once all required documents have been received by our office, the DS Director will review materials and, if adequate for determining eligibility, will schedule an intake interview. The interview may be conducted in person or virtually, depending on your location. Based on your documentation and the intake interview, appropriate accommodations will be identified for classes, campus activities, and/or programs. Then, a Course Access Letter, containing your accommodations, will be provided directly to you and you will be responsible for providing the letter to each of your professors.

Accommodations do not automatically carry over from one semester to the next. Upon registering for new courses, students must complete the Accommodation Renewal Form to request an updated Course Access Letter. After the Accommodation Renewal Form is reviewed by the DS Coordinator, an updated Course Access Letter will be released to you to distribute to your professors.

Please note: accommodations that are requested after a term has begun have no bearing on previous academic grades because accommodations cannot be implemented retroactively.

If you have any questions about this process, you may contact our office and we would be pleased to assist you!

Sincerely,

Mr. Tyler Gehman, LSW
Disability Services Coordinator

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