VOLUNTARY DISCLOSURE FORM
FOR STUDENTS WITH DISABILITIES
Lycoming College

All information disclosed on this form will be kept confidential by the Coordinator of Disability Support Services (DSS). This information will not be shared with faculty and staff without the student’s permission to do so. Please note that students may choose to disclose a disability at any time in their college career.

Student’s Name: ________________________________ Date: ____________________
Home Phone: ___________________ Cell: ___________________ E-mail: _______________________

I have been formally diagnosed with the following disability(ies):
☐ ADD/ADHD
☐ Learning: ________________________________________________________________
☐ Physical: ________________________________________________________________
☐ Psychological: ____________________________________________________________
☐ Other: ___________________________________________________________________

My disabilities impact my learning activities in these ways:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I would like the DSS Coordinator, Dr. Lakeisha Meyer to contact me to discuss my disability and the accommodation process in time for the start of the academic year. ☐ Yes ☐ No

Disability Support Services is part of the Academic Services Department and situated within the Academic Resource Center (ARC). The ARC is dedicated to helping all students become independent learners and successful students. The DSS Coordinator arranges appropriate academic accommodations for eligible students with disabilities on a case-by-case basis. We encourage students to initiate the disclosure and accommodation process early.

To receive accommodations, the student is required to do the following:

1) Provide official notification to Dr. Lakeisha Meyer about the disability by submitting this voluntary disclosure form or by notifying her in writing during a future semester. Please note that disclosure to other members of the Lycoming community, including instructors, is not considered adequate notice to the College.

2) Provide Dr. Lakeisha Meyer with current and appropriate documentation of the disability prepared by a qualified professional in the field. Preferred documents include an educational or psychological evaluation or a typed letter from the provider. An IEP / 504 Plan alone is not sufficient. The College reserves the right to request additional documentation and information if needed.

3) Meet with Dr. Lakeisha Meyer or a designated professional member of her team each semester to discuss the disability and learning needs, determine appropriate accommodations, and prepare an Accommodation Letter to be given to selected faculty by the student.

Please return this form to: Lakeisha D. Meyer, Ph.D.
Assistant Dean of Academic Services
Lycoming College
One College Place
Williamsport, PA 17701

Phone: (570) 321-4050   E-mail: meyerl@lycoming.edu   Fax: (570) 321-4432

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