

Student Disability Services
Student Responsibilities Agreement
for Services for Students with Disabilities

Student's Name: _____ Social Security Number: _____

The following are the responsibilities of a student applying for or receiving services through Student Disability Services (SDS):

GENERAL

1. You must provide current documentation that supports your specific disability to Student Disability Services. Until such information is received and evaluated, a student is not officially qualified for services. The guidelines for documentation are available in writing or a meeting with the coordinator can be scheduled to clarify any requirements for service.
2. It is your responsibility to put a request for accommodation in writing prior to the start of each new semester. Renewal forms are available in SDS. Failure to renew your request in writing for each semester may result in your services being delayed and/or suspended.
3. Once you have provided adequate documentation and have made a request for services in writing, it is your responsibility to follow up with SDS to check on your approval status. You may schedule a meeting with the coordinator of Student Disability Services, at any time, to review your requests for services or to initiate any appeal for any service that is denied.
4. It is your responsibility to inform your instructors that you have a disability and require accommodation at the first class attended. Following this disclosure, it is your responsibility to apply for services through SDS. The notification of disability letters that faculty receive from SDS are not a substitution for your responsibility to discuss your academic needs with your individual professors.
5. It is also your responsibility to maintain a regular dialogue with your instructors about any services that are provided in their classrooms, particularly any concerns or problems. It is your responsibility to notify SDS, in a timely manner, if you have not been able to work out problems with your instructor(s).
6. If you add or drop a class during the semester you must inform SDS in writing or by providing a copy of the Add/Drop form or a copy of your modified schedule.
7. If your name, address or telephone number changes during the semester, please notify SDS.
8. If a classroom is physically inaccessible, you must inform SDS so a possible relocation can be arranged.
9. You are required to sign a "Student Responsibilities Agreement" at the start of each semester. A copy will be provided to you for your referral and records.

SERVICES

1. If you are receiving tutoring, it is your responsibility to make arrangements with the Special Services Office. You must abide by their rules and conditions for assistance.

2. If we are ordering books on CD for you, you must provide us a list of the books needed, that includes the author, publisher, edition, and ISBN. It is recommended that you provide this list prior to the start of the semester. SDS is not responsible for delays in shipping or textbooks not in stock.
3. If you are approved for a volunteer note taker and you are not receiving notes, you must immediately inform the instructor and SDS. If your instructor has not provided a volunteer note taker for you, **you must immediately** notify SDS. If you are excessively absent, your instructor reserves the right to terminate your volunteer note taking arrangements.
4. If you are approved for alternative testing arrangements, SDS will contact you regarding your “Alternative Testing Contracts.” You must take a contract to each of your instructors every semester and have them complete it. You must then sign and return the contracts to SDS, in a timely manner, to ensure that your testing arrangements have been adequately prepared.
5. It is **your** responsibility to schedule **all** exams that are to be taken through SDS. A minimum of **two** days notice is required. If you fail to make an appointment, you must contact your instructor to make other testing arrangements. It is also your responsibility to remind your instructor about your special arrangements as each exam approaches. If you miss a scheduled exam due to illness, you must provide documentation to support your absence and get written permission from the professor to reschedule the exam. If you are more than 15 minutes late for an exam your appointment will be cancelled and you must get permission from your professor to reschedule.
6. Exams are to be taken at the same time as the scheduled class exam. The exceptions are a class conflict or with special permission from your professor. If there is a class conflict, the exam must be scheduled for the first available time on the same day, whether it is prior to, or after, the original test time.
7. If you experience any difficulty with your testing accommodations, you must notify SDS immediately. If you are in the process of taking the exam, you must stop and inform the test proctor of any difficulty. If you fail to report any concern at the point in which it occurs, the university is not responsible for the consequences of your failure to inform us of any difficulty. If you are caught cheating on an exam your ability to test in SDS is terminated and you will be reported to your professor for a conduct code violation.
8. If your alternative testing is through arrangement with your instructor, and you believe the instructor is not providing the required accommodation, you must inform the instructor and contact SDS immediately.
9. All borrowed equipment or materials (e.g., books on CD, players, etc.) must be returned to SDS at the end of each semester. A hold will be placed on your account if borrowed items are not returned. All equipment is reserved on a “first come, first served” basis. If borrowed equipment or materials are lost or damaged, it is your responsibility to replace the exact item at your expense.

Student Disability Services will make every reasonable effort to ensure that your educational needs are addressed by serving as an advocate and assisting in the coordination of any reasonable accommodations. By signing this agreement, you are acknowledging that you are aware of your responsibilities as a student requesting educational assistance under the Americans with Disabilities Act.

Student Signature

Date

Student Disability Services Staff Signature

Date