

Semester (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 20\_\_\_\_

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

Student's Name: \_\_\_\_\_ ID: \_\_\_\_\_

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

Official Request and Documentation

- It is your responsibility to apply for services by submitting an Official Request for Services form (available in SDS) prior to the start of each new semester. In addition to the request, 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. Failure to renew your request in writing for each semester may result in your services being delayed and/or suspended.
- You may be required to provide current documentation that supports your specific disability to Student Disability Services. If such information is required, a student is not officially qualified for services until it is received and evaluated. The guidelines for documentation are available in writing or a meeting with the coordinator can be scheduled to clarify any requirements for services.
- 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.
- If your name, address, email, or telephone number changes during the semester, please notify SDS.

Faculty Notification

- It is your responsibility to inform your instructors that you have a disability and require accommodation at the first class attended. It is also your responsibility to maintain a regular dialogue with your instructors, particularly regarding any concerns or problems.
- 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 instructors.
- It is your responsibility to notify SDS in a timely manner if you are unable to work out issues with your instructor(s).
- If you believe your instructor is not providing the approved accommodation, you must inform the instructor and contact SDS immediately.

Schedule Changes

- If you add or drop a class during the semester you must inform SDS in writing or by providing a copy of your modified schedule.
- If a classroom is physically inaccessible, you must inform SDS so a possible relocation can be arranged.

SERVICES

Alternative Testing

- It is your responsibility to schedule all exams that are to be taken through SDS. A minimum of two business days' notice is required.
- It is your responsibility to follow up with your faculty to ensure that your testing arrangements have been adequately prepared, and to remind your instructor about your arrangements as each exam approaches.

- Exams are to be taken the same time as the scheduled class exam. The exceptions are a class conflict or a special permission from your instructor. 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.
- If you fail to make an appointment or miss a scheduled exam due to illness, you must get permission from your instructor to reschedule. If you are more than 15 minutes late for an exam, your appointment will be cancelled and you must get permission from your instructor to reschedule.
- Only instructor-approved materials are allowed in the testing area. If you are caught cheating, you will be reported to your instructor and the coordinator of Student Rights and Responsibilities for a conduct code violation.
- If you are experiencing any difficulty with your testing accommodations or believe the proctor (or instructor) is not providing the required accommodation, you must notify SDS immediately. If you are in the process of taking the exam, you must stop and inform the test proctor of the 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.

Alternative Text Format

- If you have requested books in alternate format, you are required to provide a copy of your book receipt and book list. It is recommended that you submit these items **prior to the start of the semester**. SDS is not responsible for delays in shipping or textbooks not in stock.

Tutoring Referrals

- If you are receiving tutoring, it is your responsibility to schedule your tutoring sessions with the appropriate office. You must abide by their rules and conditions for assistance.

Equipment Rental

- All equipment is reserved on a "first come, first served" basis. All borrowed equipment or materials (e.g. audio books, players, etc.) must be returned to SDS at the end of each semester. If borrowed equipment or materials are lost or damaged, it is your responsibility to replace the exact item at your expense. A hold will be placed on your account if the borrowed items are not returned.

Volunteer Note Takers

- If you are approved for a volunteer note taker and you are not receiving notes or if your instructor has not provided a volunteer note taker for you, you must immediately inform the instructor and SDS. If you are inattentive in class or excessively absent, your instructor reserves the right to temporarily terminate your volunteer note taking arrangements until the situation is resolved.

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. You are also aware that you have responsibilities, and must act in accordance with local, state, and national laws as well as University policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Disability Services Staff Signature

\_\_\_\_\_  
Date