

Disability Services

Students Rights and Responsibilities

Disability Services exists to provide reasonable accommodations to students with disabilities, so students can achieve educational success. These rights and responsibilities have been documented so that we can work together towards that end.

Rights:

1. The right to be treated with dignity and respect by Disability Service staff and all members of the college.
2. The right to have information regarding your disability and services you receive kept confidential and disclosed only on a need to know basis as required to provide services and advocate for your needs.
3. The right to receive high quality services and assistance in accordance with our policies and procedures.
4. The right to evaluate the services you receive and bring to the Coordinator's attention concerns or problems related to the delivery of our services.

General Responsibilities:

1. Provide documentation of your disability to determine appropriate services.
2. Communication between Disability Services and the student is done via the student email process – **be sure to read your email on a regular basis.**
3. Request accommodations a minimum of **two weeks prior to EACH semester.**
4. If you are receiving note-taking accommodations, notes must be picked up weekly. Failure to do so will cease accommodation.
5. If you are receiving testing accommodations, you must follow the testing procedures. (On reverse side)
6. Any equipment borrowed from Disability Services must be returned at the end of each semester.



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Responsibilities If Receiving Testing Accommodation Services

1. Schedule exam date and time with Disability Services at least **3 days before the exam.**
2. Exams are to be taken at the same time as the class takes it unless the student's schedule prohibits doing so. **Exams taken any other day than the scheduled day must be pre-approved by your instructor and are subject to the availability of a testing area.**
3. Exams are to be started on time. If your class is taking an exam at 9 am for instance, you must also be taking your exam at 9 am. **Students who are tardy will have their "late time" subtracted from the allotted time allowed.**
4. Students who are more than 20 minutes late will be considered "no shows" and will have to reschedule with the instructor.
5. Any make-up exams need to be authorized by the instructor.
6. No textbooks, calculators, notes, etc. are allowed in the testing area without approval from instructor. Secure lockers will be provided for such items and other personal belongings.
7. Testing rooms are monitored by cameras. Any students displaying academic dishonesty will be ineligible for testing services and the instructor will be notified.

I understand the Rights and Responsibilities listed above and by my signature I am agreeing to comply with these responsibilities.

Signature: _____ **Date** _____