

Office of Services for Students with Disabilities - Student Responsibilities

Students are responsible for the following:

- Giving a copy of the accommodation memo to each of their faculty, each semester and having a brief meeting with each their instructors concerning the memo.
- Signing the accommodation memo and ensuring their instructors have signed the memo (after the brief discussion) and then submitting a copy of the signed memo to the Director of Services for Students with Disabilities. Note: accommodations are not in effect until the signed accommodation memos are returned to the Director of Services for Students with Disabilities. Therefore, this process needs to be completed at the beginning or before the start of each enrolled class.
- If a new copy of the accommodation memo is needed, you are responsible to notify the Director for Services for Students with Disabilities and request the new copy.
- Immediately notifying the Director of Services for Students with Disabilities anytime accommodations are not being fully provided by faculty.
- Immediately notifying the Director of Services for Students with disabilities anytime equipment that was to be placed in the classroom, has been removed or is not in good working order.
- Notifying the Office for Services for Students with Disabilities of any change in your class schedule.