

This form must be submitted each semester along with the Official Request for Accommodations.

Fall Spring Summer Year _____

**Student Affairs
Student Responsibilities Agreement
Student Disability Services**

Student's Name: _____ Student Identification Number: _____

The following are the responsibilities of a student applying for or receiving services through the Student Affairs (SA) Office:

GENERAL

1. You must provide current documentation that supports your specific disability to the Student Affairs Office. Until such information is received and evaluated, you are not officially qualified for services. The guidelines for documentation are available in writing and on the RSU website. You may also wish to schedule a meeting with the Director of Student Development 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. There is a form to be used for this purpose in the Student Affairs Office. Failure to renew your request in writing for each semester will result in your services being 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 the Student Affairs Office to check on your approval status. You may schedule a meeting with the Student Development Director at any time to review your requests for services or to initiate an appeal for any service that is denied.
4. After you have submitted the appropriate documentation and completed the appropriate forms, the Director of Student Development will make a decision concerning your disability accommodations. If the Director approves accommodations, you will receive a letter outlining these accommodations. After receiving this letter, you should contact each of your instructors and schedule a meeting with them. In this meeting, you will need to bring the **original official disability accommodation letter** to share with the instructors. During this meeting, you should your accommodations and give your professor a copy of your letter.
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 the Student Affairs Office, 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 the Student Affairs Office 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 the Student Affairs Office.
8. If a classroom is physically inaccessible, you must inform the Student Affairs Office 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 approved for a volunteer note-taker and you are not receiving notes, you must immediately inform the instructor and the Student Affairs Office. If your instructor has not provided a volunteer note-taker for you, you must immediately notify the Student Affairs Office. If you are excessively absent, your instructor reserves the right to terminate your volunteer note-taking arrangements.
2. It is 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.
3. 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.
4. If you experience any difficulty with your testing accommodations, you must notify the Student Affairs Office 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 the Testing Center is terminated and you will be reported to your professor for a conduct code violation.
5. If alternative testing is arranged with your instructor, and you believe the instructor is not providing the required accommodation, you must inform the instructor and contact the Student Affairs Office immediately.
6. All borrowed equipment or materials (e.g., tape players, etc.) must be returned to the Student Affairs Office 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 serve basis. If borrowed equipment or materials are lost, it is your responsibility to replace the exact item lost at your expense.

The Student Affairs Office will make every responsible 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 Affairs Staff

Date