

## Accommodation Policies and Procedures

1. To initiate services, all new students must schedule and participate in an **intake appointment** lasting about an hour. This provides an opportunity for discussion of accommodations and services offered by this office.
2. Returning students must schedule a start-of-term meeting each term enrolled, typically lasting 30 minutes or less. **Students should meet with a DRC professional no later than the end of the first week of the semester.**
3. At both the intake and start-of-term meetings, students will be provided with accommodation letters for the current semester, and have an opportunity to discuss accommodations and related issues. Students will receive a “Master” copy of their accommodation letter as well as additional copies for each professor. This Master copy must be signed by each professor from whom accommodations are requested.
4. The provision of accommodations is a shared responsibility between faculty members, the student, and the Disability Resource Center. Therefore, it is vitally important that students meet personally with professors as early in the semester as possible. When meeting with faculty, students should discuss accommodations and obtain professors’ signatures on the accommodation letter. This will help to insure that accommodations are instituted in a timely manner. **NOTE: Faculty are not obligated to provide accommodations until receiving a student’s accommodation letter.**
5. Students should make an appointment to present and discuss the accommodation letter with each professor in whose class accommodations are needed. This meeting is an excellent opportunity to discuss specific testing accommodations and to explore options if there are scheduling conflicts or other logistical problems. It is **not** an acceptable practice to simply hand the professor the letter or leave it for them.
6. **The Master Copy of the accommodation letter, with all signatures, should be returned to the DRC by the end of the tenth business day following the start of the semester.**
7. Students requesting interpreters, alternative text formats, special seating, Braille, arrangements for personal assistants, use of equipment/technology, relocation of classrooms, note-taking services, or other accommodations requiring prior arrangement

**must request these services at least 6 weeks preceding the first day of class.** Failure to request services in advance may result in delay of services.

8. Services are not retroactive. Until students officially registered, the DRC cannot intercede with academic outcomes.
9. Students seeking a review and possible adjustment of approved accommodations should submit a completed "**Accommodation Review Form,**" which is available on the DRC website or in the DRC office. Students may also request an appointment for further discussion of their accommodations. Additional documentation may be required to support revised accommodations.
10. DRC Staff are available by appointment to discuss accommodations, academic difficulties, or other issues. We also offer one-to-one sessions in test taking, learning style and strategies, time management, career planning, assistive technology, and self advocacy skills.
11. Students who receive classroom materials such as notes, audio recordings, PowerPoints, etc., as an accommodation not permitted to share this material in any format (photographically, electronically, posted on the internet, etc.).

By signing below, I acknowledge the following:

- I have read and understand the policies and procedures explained above.
- I was given the opportunity to ask questions and receive clarification.
- I understand that this is an abbreviated version of the policies and procedures.
- I understand that the DRC's ability to provide reasonable accommodations is contingent upon my adherence to these policies and procedures.
- I have received a copy of this document.

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Student Name (Printed)

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Student Signature

Date

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DRC Staff Member Signature

Date