

## OAS Statement of Student Understanding

After being approved and granted accommodations for your disability, you need to be aware of the rights you have regarding these accommodations. Likewise, you also need to understand your responsibilities that go with the accommodations.

### RIGHTS

It is your right to disclose the letter of accommodation to any and all instructors. You may not need all accommodations for every class, but any professor you will need an accommodation from **must** have a copy of your accommodation letter.

It is your right not to use your accommodation letter for any class during a semester. This does not affect your right to have accommodations again for any subsequent semester.

It is your right to request adjustments to your accommodation letter regarding the accommodations for which you are eligible. Additions to your accommodation letter must be supported by appropriate documentation.

It is your right to have your disability kept private. The Office of Accessibility Services will not share information regarding your disability with any faculty, staff, parent, or other person or entity unless you have given written permission to do so (must have signed Release/Exchange of Information on file), or unless it is determined that another school official has a legitimate, educational need to know.

It is your right to have your approved accommodations provided for you free of charge, as mandated by the Americans with Disabilities Act. The Office of Accessibility Services will never charge you for your classroom accommodations.

### RESPONSIBILITIES

It is your responsibility to meet with each professor during the first week of class, or within one week of receiving your accommodation letter if it is during the semester, to review your approved accommodations. **The accommodation letter becomes effective on the date it is issued to the professor. Accommodation letters are not retroactive, meaning that they are only valid from the date presented to the faculty member (with a few days to implement the accommodations) forward. Professor WILL NOT go backwards and implement accommodations retroactively.**

It is your responsibility to report problems with professors who are not allowing accommodations. It is important that you report the problem to your Disability Specialist at the Office of Accessibility Services as soon as possible. **This should be done during the semester the problem is occurring if at all possible, and not after grades have been given for the course.** Delays in providing this information to the OAS may impede the OAS's ability to assist in resolving the concern.

It is your responsibility to request a new accommodation letter for each semester that you are going to need accommodations. If you decide to add/delete approved accommodations from your accommodation letter, you will need to meet with your disability specialist in the OAS to make the appropriate change.

**Attendance:** All students are required to follow class policy for attendance as outlined on the course syllabus. If you have an attendance accommodation, a signed understanding of the attendance policy must be on file at the OAS. **NOTE:** If attendance is explained as an essential element of the course this attendance accommodation may not be applicable and will be based on an individual assessment of the course.

**Extensions:** All students are required to meet appropriate deadlines and course outcomes as outlined on the course syllabus, unless noted by an approved extensions accommodation. If you have an extension accommodation, a signed understanding of the extensions accommodation policy must be on file at the OAS. **NOTE:** Certain classes may contain essential elements, criteria, and objectives that render this accommodation subjectively applicable and will be subject to an individual assessment of the course.

**Housing:** Students requiring accommodations must identify themselves and register with the Office of Accessibility Services (OAS), the University's designated office responsible for determining eligibility, level of service, and reasonable and appropriate accommodations. Students with approved housing accommodations must have a signed housing contract on file and follow all reasonable policies and procedures set by University Housing to continue to receive their approved housing accommodations. Any approved housing accommodations are subject to implementation as space is available per our priority deadlines. For more information, please go to <https://dos.fsu.edu/OAS/students/applying-for-services/housing-accommodations>.

**Recording:** If a recording of lecture accommodation is granted you understand that this is for your own personal use and **may not** be shared in any form or manner.

**Note-taking assistance:** If you have note-taking assistance as an accommodation, unless an exception is noted, **you must attend class and be attentive.** You **do not** have the right to copies of notes from a class for which you were absent, unless an exception is noted. Power Point slides and fill in the blank note packets are approved supplemental note taking accommodations. **Please remember, these are supplemental notes and you are required to still take your own notes.**

**Testing:** If you require an alternative test location or extra time on examinations, it is your responsibility to arrange for this accommodation through the OAS Testing Center and follow all requirements regarding scheduling. Additionally, remember that you must communicate with your faculty members in relation to coordination of testing. If you receive emails from the OAS Testing Center, it is your responsibility to respond in a timely and responsible manner. You are also responsible for informing the OAS Testing Center of changes in test dates/times, or any cancellations. Failure to do so may result in the inability to test due to space limitations and coordination of getting the exam from the faculty member.

**Alternative Text Services:** If you need textbooks or documents in an accessible format, your request must be submitted in a timely manner, with the understanding it can take up to a several weeks to receive a textbook, and allowing for at least 48 hours for conversion of class materials (per document). **A receipt showing purchase of the book requested must be provided.** Services are used with the understanding that alt-text requests are based on a first-come, first-serve basis, and students must plan accordingly.

**For ASL Interpreter/CART Services:** Requests for interpreter/CART services should be completed immediately following your registration for classes in order to assure this accommodation is provided on the first day of class. In order to be provided Interpreter/CART Services you **MUST** present your accommodation letter to your instructor prior to Interpreters accompanying you to the classroom or CART services being established. Per the Interpreter Request Form, Interpreters are available for your meeting with instructors to discuss your accommodation letters.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accessibility specialist

\_\_\_\_\_  
Date