SDRC 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 confidential. The Student Disability Resource Center 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).

It is your right to have your approved accommodations provided for you free of charge, as mandated by the Americans with Disabilities Act. The Student Disability Resource Center 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 to the Student Disability Resource Center by making an appointment with a disability specialist. This must be done during the semester the problem is occurring and not after grades have been given for the course.

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 SDRC 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 SDRC. 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.

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. 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. You may not sell, reproduce, share or in any other way distribute these notes - they are for your sole use. Any student found in violation of this agreement may have their note taking accommodation removed.

Testing: If you require an alternative test location or extra time on examinations, it is your responsibility to arrange for this accommodation through the SDRC 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 SDRC Testing Center, it is your responsibility to respond in a timely and responsible manner. You are also responsible for informing the SDRC 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.

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Student Signature ___________________________ Date ___________________________ Disability specialist ___________________________ Date ___________________________

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