



O G L E T H O R P E
A C A D E M I C S U C C E S S
C E N T E R

ACCESSIBILITY SERVICES CONTRACT OF STUDENT RESPONSIBILITY

In order to establish a successful and effective system for the development, delivery and implementation of accommodations and services to and for all eligible students registered with Accessibility Service, there needs to be an understanding of student responsibilities. As such, this Contract of Responsibility is an attempt to delineate those responsibilities.

Student Responsibilities:

- Hand letter of accommodation to each professors as soon as possible at the start of the semester,
- Communicate directly with each professors at the start of the semester to review Letter of Accommodation so as to reinforce the need for accommodations, to establish a communication link with professors, and to address any concerns or issues regarding accommodations and their implementation;
- If approved for testing services, I understand that I am responsible for completing testing request form 72 hours before the exam (no weekends)
- If approved for note taking services and using these services, I understand that I am responsible for completing the *Note-Taker Request Form*, in a timely manner
- If approved for Electronic Text services and using these services, I understand that I am responsible for completing *Electronic Text Request Form*, in a timely manner
- Respond to all communication with my professors and appropriate staff, in a timely manner

By signing this agreement, I agree to adhere to all the points above in the Contract of Responsibility. Contact, immediately, your professor and then accessibility services, should you have questions about your accommodations.

Name _____

Signature _____ / _____ / _____