Student’s Responsibility

Please review and check each statement below:

___ You must request accommodations at the beginning of each semester. You then must submit the Accommodations Form to the Instructor during their office hours. You may email a copy to the instructor for online courses. **Accommodations are not retroactive and only begin after you have given your Accommodation Form to the Instructor.**

___ Instructors have two weeks to implement any changes to the Accommodations Form.

___ You will be responsible for meeting all academic and behavioral requirements set by the college.

___ It is your responsibility to notify the Instructor if you feel an accommodation is not being met. If accommodations are still not met, it is also your responsibility to notify and meet with the Disability Support Services Advisor.

___ If use of the Testing Center has been approved as an accommodation, you must discuss the process of testing with your Instructor.

___ It is your responsibility to immediately notify the Disability Support Services Advisor if you drop or withdraw from a class that has assigned accommodations.

I agree to, and have received a copy of the above responsibilities.

________________________________             _____________________
Student Signature                         Date