



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

DISABILITY SERVICES CONTRACT OF 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 the Academic Success Center (ASC), there needs to be an understanding of student responsibilities. As such, this Contract of Responsibility is an attempt to delineate those responsibilities.

Student Responsibilities:

- a) Contact the ASC (disabilityservices@oglethorpe.edu) regarding the need for possible accommodations and services, as soon as possible;
- b) Present to the ASC all required documentation to determine eligibility, in a timely manner;
- c) Present completed all required ASC forms to establish eligibility;
- d) Present a complete copy of my course schedule each semester to the ASC, as soon as registration is complete;
- e) Present, if appropriate and based on my Letter of Accommodation, in a timely manner to the ASC a complete listing of all my courses (including the course, course number, section number, building and room number, professor) where a Note Taker may be required and accept the conditions for these services/products as outlined in the *Note-Taker Request Form*;
- f) Present, if appropriate and based on my Letter of Accommodation, in a timely manner to the ASC a complete listing of all my texts (including the title, author, edition, ISBN) each semester for all my courses where Electronic Text (or other electronic media) may be required and accept the conditions for these services/products as outlined in the *Electronic Text Request Form*;
- g) Present a complete and updated schedule of my courses following any and all Drop, Add, Withdrawal and/or Graduation information to the ASC, as soon as any of these actions occur;
- h) Communicate directly with each of my professors before or on the first day of class for each course for each semester to review my Letter of Accommodation so as to reinforce the need for my accommodations, to establish a communication link with my professors, and to address any concerns or issues regarding my accommodations and their implementation;
- i) Arrange with all appropriate parties (such as professors, proctors, Note Takers, and/or the ASC) with abundant advance notice as to my exam accommodations that may require extended time, proctoring, readers and/or scribes;
- j) Establish and maintain a timely and effective system of communication with the ASC so as to be more proactive in preventing and/or or limiting possible issues as may relate to my academic success;
- k) Respond to all communication with my professors, appropriate staff and/or the ASC, in a timely manner;
- l) Establish and maintain proper communication etiquette (both oral and written) with faculty, staff and other students;
- m) Contact my professors, the ASC and/or Note Takers (if appropriate) as soon as possible, any time there may be a cause for me to be absent and/or late to class, an appointment and/ or a related activity;
- n) Return, in a timely manner and in the same condition, all equipment and/or material checked out from the ASC.

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

Name _____

Signature _____ / ____ / _____