STUDENT DISABILITY SERVICES  
CLASSROOM ACCOMMODATIONS CONTRACT

Student Name ___________________________________ Phone ______________________

- I understand that after meeting with the Director or Coordinator of Student Disabilities Services and agreeing on classroom accommodations, the Director of Student Disability Services will send a Faculty Accommodation Memo to my instructor(s) which describes my accommodations.

- In order for a Faculty Accommodation Memo to be sent to my instructor(s), I must submit an official class schedule to the Student Disability Services office each term and request accommodations.

- After my professors receive the memo, I am to meet with each instructor during his or her office hours to acknowledge the outlined accommodations. The memo must be signed by the instructor and student before being returned to the Student Disability Services (SDS) office.

- Testing accommodations such as extended time and/or testing in an environment with reduced distractions will be provided through the SDS office. In order to use this service the I must comply with the following policies and procedures:

  o One week in advance of a test, quiz, or exam, I must make an appointment with SDS for testing. The test will be scheduled at the same date and time the exam is given in class unless alternate arrangements have been approved by my instructor and SDS.

  o At the time my testing appointment is made, I am to pick up a Testing Accommodation Form from SDS and deliver it to the appropriate classroom instructor 2 class meetings before each scheduled exam. (Your instructor will fill out the form and return it to SDS with your exam.)

  o I must report to SDS to take the exam at my scheduled exam appointment time.

  o When finished with the exam, I am to immediately turn in all testing material to a SDS staff member.

  o No personal belongings will be allowed in the testing room including cell phones, SmartPens, unapproved calculators, flash/thumb drives, etc. Lockers will be provided to store my belongings during exams.

  o If I arrive 15 or more minutes late for my testing appointment, I may be required to reschedule. To reschedule an exam, I must take a new Testing Accommodation Form to my instructor for approval. It is at the discretion of my instructor as to if I will be allowed to reschedule the exam.

  o I agree to not share any information on the exam with other students prior to administration of the exam to the class.

  o If a student is suspected of cheating, the exam will be collected immediately and the instructor will be notified.

Student Signature ___________________________________ Date ______________________

Staff Signature ___________________________________ Date ______________________

Rv.08/11/11