



Request and Use of Accommodations Policy

Students who have submitted proper documentation to the Student Success Team in a timely manner and have been approved for educational accommodations may then request use of these accommodations. A Student Success Specialist is responsible for the administration of requested accommodations. However, neither the Student Success Specialist nor the Student Success Team is responsible for contacting the student regarding his/her accommodations. The student is tasked with the responsibility of contacting the Student Success Specialist to request use of accommodations.

Procedures for request – Continuous Accommodations

Those accommodations which are needed throughout a semester on a continuous basis may be requested by a student at any time during an approved semester. These types of accommodations include, but are not limited to, digital voice recorders, note takers, and audio text. Due to the limited availability of some equipment, obtaining all equipment at all times is not guaranteed. The student may also be required to sign a receipt of equipment form, where applicable. Return of equipment will be at the conclusion of each semester, or sooner if the student so desires.

Procedures for Request – Testing Accommodations

Academic accommodations for testing must be requested within 24 hours of announced test administration so proper facilities, personnel and auxiliary aids are available by time of test administration. These accommodations include, but are not limited to; extended test time, non-distractive environment, test reader, and scribe. A student who wishes to use one or more of these accommodations for a specific exam must notify the instructor administering the test and the Student Success Specialist within the 24 hour time period. It is the responsibility of the Student Success Specialist to procure and secure the exam for the student. At no time will the student be in possession of the exam prior to its administration. The Student Success Specialist and the instructor will then communicate and set a time and place where the student will take the exam. In most circumstances, administration time will coincide with normal test administration and the location will most often be the Student Success Center (Room 55). Students who do not follow these procedures for testing accommodations are not entitled to the administration of requested accommodations for that exam. Special circumstances will be considered on a case-by-case basis.

Students requesting special needs services and not receiving the accommodations they desire may appeal by submitting a written appeal to the Student Success Team through the Student Success Specialist.