



ACCESSIBILITY AND DISABILITY CENTER ACCOMMODATIONS STUDENT RESPONSIBILITIES

- Your accommodation letter will cover the **YEAR** Academic Year.
- **Accommodations are not retroactive.** Accommodations take effect after all information has been reviewed and approved.
- **PROVIDE** a reasonable amount of notice to faculty to receive testing accommodations. The intention is that instructors receive them during the first two weeks of the semester. **A reasonable notice period is defined as 3 workdays before a planned test or quiz and 7 workdays before a final.**
- **CONTACT:** Ensure that faculty members are aware of the most effective method to reach you. For the convenience of the faculty, the Accessibility & Disability Resource Center will include your official KSU email address on accommodation letters. If a student prefers another method of communication, this must be discussed with the faculty.
- **CHECK IN with your instructors.** In the event that classroom accommodations are not being provided, it is advised that the student speak with the faculty via private meeting or email. If your issue isn't resolved, contact ADRC.

DATES

Housing Application Availability- Feb 1- May 1 **If space remains available-** July 1st-Until

Academic Accommodation Application & Documents – Beginning of every semester

Academic Accommodation Deadlines- Fall & Spring Semester- One week before final withdrawal date

ESA- Emotional Support Animal- Application opens day after graduation until July 1st (Entire Academic Year)

ACCOMMODATED TESTING: STUDENT RESPONSIBILITIES

- **DISCUSS ACCOMMODATED TESTING ARRANGEMENTS WITH FACULTY.** Faculty decide whether to make testing arrangements through their department or through Accessibility Disability Resource Center Testing Services. **Please Contact Dr. Clay** Phillip.Clay@kysu.edu
- **Instructors have 1 week to respond to accommodation letter emailed from the ADRC.** If not submitted or replied too, the Chair and Dean of the department will be notified.
- **ARRIVE AT THE TESTING LOCATION EARLY, by 5 minutes or more.** The exam proctors will wait 30 minutes, but the scheduled end time will remain the same. Students who do not show up for the planned test time must discuss this with their instructors, who will then determine whether a make-up exam is possible.
- **Bring a photo ID and just the items permitted in the testing room.** If you do not bring a photo ID, you may be denied permission to take the exam. Students who are permitted to use a calculator on an exam must bring one to the designated testing location. Proctors will request that all personal items be left in a designated location. Cell phones will not be permitted in the testing room for any purpose.
- **EXPECT to receive the specific testing accommodations stated in your accommodation letters during a test.** Proctors may not change the arrangements that were established with the faculty. If students find that the established accommodations are not adequately meeting their needs, they should discuss this with their Accessibility & Disability Resource Center.
- **INTEGRITY: Students who receive testing accommodations must behave honestly and ethically when taking the test.** Cheating is not accepted, and any suspicious activity will be reported to the faculty. Disciplinary action will be determined by the faculty.