



**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

**ACCESSIBILITY 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 Office of Accessibility Service (OAS), there needs to be an understanding of student responsibilities. As such, this Contract of Responsibility is an attempt to delineate those responsibilities.

Student Responsibilities:

- Hand letter of accommodation to each professor as soon as possible at the start of the semester, this will be done in addition to the electronic copy that will be confidentially sent via email,
- Communicate directly with each professor at the start of the semester to review the Letter of Accommodation so as to reinforce the need for accommodations, to establish a communication link with professors, and to address any concerns or issues regarding accommodation and their implementation;
- If approved for testing services, I understand that I am responsible for completing testing requests forms 72 hours before the exam (no weekends)
- If approved for note taking services and using these services, I understand that I am responsible for completing the Note- Taker Request Form, in a timely manner
- If approved for Electronic Text services and using these services, I understand that I am responsible for completing an Electronic Text Request Form, in a timely manner
- Respond to all communication with my professors, and appropriate staff, in a timely manner

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

Name \_\_\_\_\_

Signature \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_