



O G L E T H O R P E
STUDENT SUCCESS

Accessibility Services

Contract of Responsibility

To ensure the effective development, delivery, and implementation of accommodations for eligible students registered with Accessibility Services, this contract outlines the responsibilities of the student.

Student Responsibilities:

- **Initial Communication:** Meet with each professor at the start of the semester to review your Letter of Accommodations (LOA). This step reinforces the need for accommodations, establishes open communication, and addresses any questions or concerns.
- **Testing Services:** If approved for testing accommodations, complete and submit the testing request form at least 5 days before each test date (excluding weekends).
- **Note-Taking Services:** If approved and utilizing note-taking services, email Accessibility Services to make arrangements on your behalf.
- **Electronic Text Services:** If approved and utilizing electronic text services, email Accessibility Services to make arrangements in as much advance notice as possible.
- **Timely Communication:** Respond promptly to communications from professors and relevant staff regarding your accommodations.

By signing this contract, I agree to fulfill all responsibilities outlined above. For questions about accommodations, contact your professor and/or Accessibility Services at accessibility@oglethorpe.edu.

Student Name (Printed): _____

Student Signature/Date: _____