

AUGUSTA STATE UNIVERSITY OFFICE OF DISABILITY SERVICES

PROCEDURE FOR RECEIVING ACADEMIC ACCOMMODATIONS

Student Responsibilities

1. Contact the Office of Disability Services in the Counseling and Testing Center, located in the Quadrangle, at 706-737-1471 in order to arrange an appointment and to register with the Office of Disability Services.
2. On the day of your appointment, complete a Disability Services Intake Packet.
3. Provide appropriate documentation that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documentation must be current and by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. (You will receive information regarding documentation during your initial appointment.)
4. Follow up with Disability Services to confirm that your documentation has been received.
5. Meet with the Coordinator of Disability Services to request academic accommodations.
6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by the Office of Disability Services.
7. Contact the Coordinator of Disability Services prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
8. Contact the Coordinator of Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.
9. Abide by the University's standards and guidelines for behavior in the Student Code of Conduct. (Please refer to ASU's *Jaguar Student Handbook and Academic Planner*.)
10. Adhere to the Academic Honesty Policies as stated by the Augusta State University Office of the Vice President of Academic Affairs. (Please refer to ASU's *College Catalog*.)

(Please see back.)

Disability Services Responsibilities

1. Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (such as "Accommodation Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur in the testing accommodations process.
6. Interact with ASU faculty, staff, and non-ASU professionals on student's behalf as appropriate (such as DRS counselors, other colleges or graduate programs).
7. Maintain records of interactions with student related to the administration of academic accommodations.