



## Disability Support Services: Student Responsibilities

*Students must be aware that accommodations and services may be offered to alter the way in which material is presented, but in no ways modifies course content or program requirements as established by Chattahoochee Technical College or the Technical College System of Georgia.*

- I understand that it is my responsibility to contact my DSS coordinator by phone and email if I find that I require additional accommodations or feel that my accommodations are not being met. Students should make a sufficiently direct and specific request for accommodations. The institution is allowed to take a reasonable amount of time to determine accommodations and/or implement a course of action.
- Students need to provide notice of their needs in an open, obvious, and apparent manner.
- After the fact assertions of disability does not entitle students to the retroactive provision of accommodations.
- If I find that I need additional help, I will notify my DSS coordinator. It is my responsibility to keep DSS informed of my progress and to notify the coordinator of any schedule changes during the semester.
- I understand that documentation of a disability will be requested only once unless the disability is determined temporary or the diagnoses changes. Classroom accommodations are based on the documentation provided.
- I understand that it is my responsibility to consult with my instructor at the beginning of the semester to ensure that he/she understands my needs and that he/she has received a current Accommodation Letter. I also understand that faculty cannot change or modify my accommodations once approved.
- I understand that it will be my responsibility to meet with my disability coordinator each semester to request services and discuss accommodation needs for that semester.
- I understand that I must request a reader, quiet environment, and/or time extension on exams a minimum of *three business days* in advance.

Students with disabilities have the *responsibility* to:

- Meet the qualifications and essential technical, academic, and institutional standards of Chattahoochee Technical College. Accommodations that compromise the academic integrity of a course are not allowed.
  - Identify themselves in a timely manner as an individual with a disability when seeking an accommodation(s).
  - Provide DSS official, current documentation from an appropriate source that verifies the nature of the disability, functional limitations, and the need for specific accommodations prior to the beginning of initial enrollment or semester. Documentation must adequately support the need for accommodation(s)/aid(s).
  - Follow the procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids.
  - Actively participate with DSS, including responding to requests in a timely manner and engaging in dialog with DSS staff. Communication with DSS concerning accommodations, services, etc. are to be done directly between the student and DSS; the institution's relationship is with the student, not third parties.
  - Use accommodations appropriately.
  - Follow all rules and policies set by the college, including the Code of Conduct.
- Students with Disabilities have the *right* to:
- Equal access to courses, programs, services, jobs, activities, and facilities available through CTC.
  - Reasonable, appropriate, and effective accommodations, academic adjustments, and/or auxiliary aids determined on an individual basis.
  - Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as bylaw.