



MEMORANDUM OF UNDERSTANDING (MOU)

Our Commitment

The Office of Student Disability Services provides face-to-face services so that we can get to know our students and our constituents. We consider this in-person contact as a means to get to know the students personally and to address the student disability needs directly. This face-to-face contact allow us to provide the best services possible without overlooking the student holistically.

Understanding of Classroom Accommodation

- Student receiving classroom accommodation must attend all classes and complete all classroom assignments. Excuses must be provided to instructor/professors prior to missing class, being late for class and student must adhere to classroom syllabus.
- Student receiving classroom accommodations does not require the instructor/professor to provide you make up work.
- Student receiving classroom accommodations does not require the professor to go back and administer previous class work, previous special test and/or previous special testing accommodations.
- Student receiving classroom accommodations may not request the Office of Student Disability Services to intervene in any instructor/professor class and/or classroom instruction if the student is not adhering to the aforementioned classroom accommodations.
- Student must register for classroom accommodations by notifying the Office of Student Disability Services to schedule an in person, one-on-one orientation each semester stating that they wish to receive classroom accommodations. This private orientation allows students to ask questions up to and including possible updates.
- Accommodations do not automatically transfer to future class terms. Also, students are responsible for notifying the Office of Student Disability Services in person of any scheduling changes that might occur within 48 business hours.
- If a student drops or adds a class during a term, the student is responsible for notifying the Office of Student Disability Services in person and to request that correspondence be sent to newly added instructors if they wish to receive classroom accommodations in added classes.
- Upon student request, the Office of Student Disability Services will notify new or additional instructors of disability accommodations.

Endorsement and Acknowledgements:

All documents must be brought to the Office of Student Disability Services and/or email to cgrate2@scsu.edu. These documents must be received before accommodations can be considered.

By signing below, this confirms that I understand the classroom accommodations provided to me in this face-to-face session in the Office of Student Disability services.

Student Signature: _____ Date: _____

OSDS Staff Signature: _____ Date: _____