

# DSS STUDENT RESPONSIBILITIES

As a student who has provided appropriate documentation to the DSS office to obtain accommodations, I agree to the following:

1. I will inform DSS of any changes in my condition of disability during the course of my educational enrollment here at PLU. I will also DSS of any problems with my accommodations (i.e. equipment not working properly, note taker not coming to class, accommodations not meeting student needs, etc.)
2. I understand that the use of intensive Support Services (Interpreters, Note Takers, CART, etc.) is a major accommodation and requires **I provide DSS with a 24-hour notification** of an absence/cancellation. **If I fail to provide a 24-hour notification for more than three (3) consecutive school days**, these accommodation services **may be suspended** until I meet with the Director of DSS to discuss my attendance. Reinstatement of suspended accommodation services **may not be immediate** due to the time required to re-coordinate support staff schedules.
3. If I am late or unable to attend any of my classes due to my disability, I will notify my instructors either in person, via email, or by phone 24 hours in advance of class. If I experience a medical emergency and am not able to contact my instructor prior to class, I will do so immediately thereafter. I will discuss missed assignments and tests, and if the instructor agrees, I will make arrangements for completion.
4. I will coordinate any special test taking arrangements with my instructor and the DSS office at least **3 days prior** to the testing date (faculty approved notes during testing, testing at a different time than the rest of the class, etc.). I will ensure my instructor has delivered tests to the DSS office at least **2 days prior to the testing date. Please note test room schedules fill quickly for finals so we ask that you reserve your room at least one week in advance.**
5. I understand that I need to be on time for all pre-arranged testing.
6. I understand that I am expected to meet the academic standards of the class and the University academic integrity standards (<http://www.plu.edu/srr/code-of-conduct/academic-integrity/>) that are expected of all students.
7. I understand it is my responsibility to **discuss with the instructor(s)** the accommodations for which I am eligible. I also understand that these **accommodations are not retroactive; they do not take effect until I have signed my LOA and discussed my need for accommodations.** It may be helpful to bring a copy of your LOA with you to have the discussion. Your instructors will receive their copies of your LOA as a carbon copy on the email sent to you.
8. I understand and agree to arrive on time for all classes, meetings with DSS staff, and my instructor(s), or make prior arrangements if I will be late or absent.
9. I understand that it is in my best interest to utilize student resources available on campus (i.e. Academic Assistance Center, Math Lab, Writing Center, open labs, professor office hours, etc.) as appropriate to my program.
10. I will make formal requests for major accommodations (i.e. alternately formatted textbooks, sign language interpreters, scribes, readers, etc.) with the DSS office **at least 20 days in advance** of need. Please note that DSS will only provide alternately formatted textbooks for **required** texts per the syllabus. If we are not able to locate an already converted text through our vendors, we will have to send the text to be manually converted requiring additional processing time.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_