DISABILITY SUPPORT SERVICES

CONTRACT FOR SERVICES

As a student eligible for services verified by Disability Support Services (DSS) under the requirements of the Rehabilitation Act of 1973 Section 504 and the Americans With Disabilities Act of 1990, I understand that I have certain responsibilities to fulfill. I have received Pacific Lutheran University’s Policy, Procedures, and Guidelines for Non-Discrimination on the Basis of Disability and agree to follow the procedures that have been adopted. I understand that before Pacific Lutheran University will process my request for accommodations, it is my responsibility to do the following:

1. It is my responsibility to submit to Pacific Lutheran University medical or other diagnostic documentation* of my disability and limitations. I understand that I may be required to provide additional documentation of evaluations of limitations.

   *Documentation usually means a report prepared within the last three years by a qualified professional which states the parameters of the student’s disability. Currency of the report may depend upon the type of disability of individual students. See Guidelines for specific disabilities.

2. It is my responsibility to make my special needs known before taking admission/placement tests. I understand that this must be done before the registration deadline and that I will be required to meet specific requirements of individual testing companies.

3. It is my responsibility to make written request for assistance in obtaining specialized support services from other resources such as the Division of Vocational Rehabilitation (DVR), Recordings for the Blind, Washington State Services for the Blind, etc., and to inform the DSS office of sponsoring agencies.

4. It is my responsibility to make timely and appropriate disclosures and requests (at least three weeks in advance of a course, workshop, program, or activity for which accommodation is requested) or as soon as realistically possible.

5. It is my responsibility to cooperate in obtaining and arranging for accommodations or auxiliary aids.

6. It is my responsibility to give the DSS office a schedule of the date and time of tests for which I need assistance and/or a testing room. This schedule will be provided at least three weeks in advance or as reasonable as possible.
7. It is my responsibility to return all tapes or CD’s in sequential order in the manner prescribed by the Disability Support Services.

8. It is my responsibility to **not** duplicate tapes or CD’s provided by DSS.

9. It is my responsibility to notify the DSS office of any changes in my schedule, such as dropped/added classes or withdrawing from the University.

10. It is my responsibility to use the accommodations provided by the University or inform the Director of Disability Support Services that they are not needed.

I have read this agreement, understand it, and will fulfill the responsibilities listed. I understand that services provided by Pacific Lutheran University are dependent upon my fulfillment of my responsibilities.

____________________________________         ____________________
Student                   Date