



DISABILITY RESOURCE CENTER ACCOMMODATIONS: Student Responsibilities

- ◆ **Your Instructor Notification Letter (INL)** is effective until the end of the semester.
 - ◆ Students are responsible for requesting their accommodations through the [AIM Student Portal](#) at the beginning of each term for their courses.
 - ◆ **SCHEDULE a private meeting with each instructor to discuss your accommodations.** Consider attending their posted office hours or email instructors to schedule another time. Students need to develop an understanding with their instructors about what is needed and how arrangements will be made. Students may access their accommodation requests in the AIM Student Portal and download or print a PDF or view eligible accommodations under "My Eligibility" when you meet with each instructor to discuss your accommodations.
 - ◆ **ACCOMMODATIONS are not retroactive.** Your accommodations take effect once you submit your accommodation requests in the AIM Student Portal. After submission, instructors can view your accommodation letter through the AIM Instructor Portal.
 - ◆ **PROVIDE a reasonable amount of notice to instructors in order to receive testing accommodations.** The intent is for instructors to receive them within the first two weeks of the semester. Reasonable notice is defined as **seven working days prior to a scheduled test or quiz** and **14 work days prior to a final**.
 - ◆ **CONTACT: Make sure your instructors know the best way to contact you.** The Disability Resource Center (DRC) designates your official U.K. e-mail address on accommodation letters for the convenience of the instructors. If a student prefers another method of communication, this must be discussed with the instructor.
 - ◆ **CHECK IN with your instructors as situations arise.** If classroom accommodations are not provided, it is recommended that the student discuss this with the instructor in an e-mail or private meeting. **Follow-up with your DRC consultant if you have not resolved the issue.**
 - ◆ **RESPECT instructors time and environment.** It is not recommended to try and "catch" a instructor before or after class to discuss sensitive accommodation issues. It is not appropriate to discuss your confidential information with other students around. Students should request private office meetings as needed or communicate with instructors by e-mail.
 - ◆ **Your DRC consultant is available as a resource to you anytime.** If you have questions or issues during the semester, please email your DRC consultant or schedule an appointment.
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ACCOMMODATED TESTING: Student Responsibilities

- ◆ **DISCUSS ACCOMMODATED TESTING ARRANGMENTS with your instructor.** Instructors determine whether they will provide your testing accommodations within their department or contact the Disability Resource Center (DRC) Testing Center to make arrangements. Students cannot directly request testing through the DRC; only instructors can initiate this request.
 - ◆ **ARRIVE EARLY to the testing location, by 5 minutes or more.** Exam proctors will wait 30 minutes but the scheduled ending time will remain the same. Students who do not show for their scheduled test time will have to discuss this with their instructor. The decision regarding whether a make-up exam is permitted is at the discretion of the instructor.
 - ◆ **ACCOMMODATED EXAM TIMES through the DRC will be arranged to *overlap the scheduled class time or the time requested by the faculty, to the extent possible.*** Conflicts due to jobs, extra-curricular activities, etc., will not be considered. Conflicts due to an Internship, TA position, or other mandatory attendance position that is documented with the DRC staff and your instructor at the beginning of the semester may be considered.
 - ◆ **BRING a photo ID and *only the items permitted*** into the testing room. If you do not bring a photo ID, you may not be allowed to take the exam. Students who are allowed the use of a calculator on a test must bring a hand held calculator to the scheduled test site. Proctors will ask that all personal items be left in a designated area. **CELL PHONES will not be allowed into the testing room for any reason.**
 - ◆ **CHECK the [Accommodated Exam Schedule](#) frequently** for the details of your accommodated exams scheduled through the Disability Resource Center. Anticipate that not every exam will be at the same location or time. It is important that students respond to any correspondences promptly so that the arrangements can be finalized.
 - ◆ **EXPECT to receive the specific testing accommodations stated in your accommodation letters during a test.** Proctors may not change the arrangements that were established with the instructor. If students find that the established accommodations are not adequately meeting their needs, they should discuss this with their DRC consultant.
 - ◆ **INTEGRITY: Students receiving testing accommodations have the responsibility of honest, ethical test taking behavior.** Cheating is not tolerated and any suspicious behaviors will be reported to the instructor. Disciplinary action will be at the discretion of the instructor.
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