Rights and Responsibilities of Students Using Accommodations

Students should read this form carefully and discuss any questions with CSAS ahead of the semester to make sure they fully understand all policies and how to use their accommodations. Students must meet with a CSAS professional staff member before they begin using accommodations to review these procedures and learn how to set up their accommodations as stated in the Letter of Accommodation.

Records and Registration

- Students must self-identify to the Center for Student Academic Support (CSAS) to initiate a request for accommodations. Students must ensure that required documentation regarding their specific disability has been reviewed by CSAS prior to the initiation of services. The CSAS office reserves the right to deny any request for support service(s) until complete documentation has been received, reviewed, and approved by the Eligibility Committee for Students with Disabilities.
- Disability services are initiated when the application process is complete and approval is granted by the Eligibility Committee. The CSAS office does not provide retroactive accommodations.
- Students must notify the CSAS office and the college Advising Office if they need assistance determining appropriate academic course requirements or class schedules.
- Students are responsible for planning their schedules and meeting with their Academic Advisor in their College to decide what classes to take. Students should take into account any disability issues when scheduling classes (e.g., take classes at ideal times for their medication or disability needs; schedule to allow adequate time to get from class to class throughout the day; schedule in breaks as needed to manage disability issues; consider amount of reading involved in classes, length of class times, class sizes; and schedule classes with enough time in between to enable completion of exams using their extended time—so try to avoid back-to-back classes; etc.) and schedule their classes in ways that will best accommodate their needs.
- Students should locate their classes ahead of time and make sure they are accessible to them (e.g., go inside each classroom and see if it has the things needed, such as special tables, wheelchair access, etc.). If there is a problem with any classroom, students should report the problem to CSAS as soon as possible to receive assistance.
- Students with disabilities are eligible for priority registration. Students are responsible for making an appointment with their Academic Advisor prior to the regularly scheduled registration date. The College of Law does not offer priority registration.
- In the event that a student changes their major, name, address or telephone numbers, they must notify CSAS.
- To request a change in accommodations, students must complete a Request for Change in Accommodations form. This form must be accompanied by documentation which demonstrates how the academic demand has been modified and/or how the disabling condition has changed.
- If at any point a student has difficulty with their accommodations or additional needs, they should contact CSAS staff as soon as possible for assistance.

Confidentiality

- CSAS is committed to ensuring that all information and communication pertaining to a student’s disability is maintained as confidential as required or permitted by law. Our guidelines regarding this information are as follows:
  - No one will have immediate access to student files in this office except appropriate CSAS staff. Any information regarding a disability is considered confidential and can only be shared with others within the University who have a legitimate educational interest. All staff members have received training about protecting student privacy and have agreed not to release any information outside of this office without the permission of a professional staff member.
This information is protected by the Family Educational Rights and Privacy Act, Section 504 of PL.94-142, and the ADA-AA.

Students should notify CSAS if they are experiencing a disability-related difficulty with an instructor, an accommodation, or an access barrier.

Information in student files will not be released except in accordance with federal and state laws.

If a student wishes to have information about his/her disability shared with others outside the University, the student must provide written request by signing a Release of Information form. The student should understand the purpose of the release and to whom the information is being released.

- Students who would like to share confidential information with campus personnel or with any other agency must initiate this request in writing by completing a Release of Information form available in the CSAS office.

### Accommodations

Once approved by the Eligibility Committee, students retain their accommodations for the duration of their student status at the University of Tulsa. Students are not required to use their approved accommodations.

#### Accommodation Letters

- Students must notify professors or relevant staff (e.g., Housing and Dining) to activate their accommodations. Students are responsible for distributing the emailed letters from CSAS to instructors/staff at the **beginning of each semester or as soon as accommodations have been approved**. Only students that have signed the Student Rights and Responsibilities will be emailed the Accommodation Letters. These letters describe the student’s individual academic accommodations and special needs, and do not include diagnosis. These letters will serve as the **only** official method of notification to the instructor/staff. Each letter is addressed specifically to a professor for a particular class. Students should forward the correct email containing the letter to each professor. The professor should sign the letter and each letter should be returned to CSAS (via email to CSAStesting@utulsa.edu, fax, or campus mail) to keep on file. The Accommodation Letter notifies the professor what accommodations should be provided, and can be discussed with each professor privately during faculty office hours or before or after class. Students should discuss which authorized accommodations they would like to have implemented in each particular class.

- Students receiving Housing and Dining accommodations should take their Eligibility Committee outcome letter to the Housing and Dining Office to activate and arrange for those accommodations.

#### Contacting Professors/Staff Regarding Accommodations

- Students have multiple methods for communicating with professors/staff about their needs. Students may meet professors at class and talk before or after class, e-mail professors, go to office hours, and/or request a private meeting at a specific time.

#### Request for Service Forms

- For special accommodations that require a service provider (such as notetaking assistance, CART, interpreters, CAN, etc.), students must submit a Request for Service form **prior to every semester**. Please allow as much time to arrange these services as possible, and see guidelines under each specific accommodation for time frames for submitting this form. Services generally take several weeks to coordinate, so students should plan accordingly.

#### Testing

- Students must submit Testing Reservation Forms (the Gold Form, available in CSAS or electronically in the Portal) **AT LEAST THREE BUSINESS DAYS** ahead of every exam they plan to take with CSAS using
CSAS reserves the right to audio tape exams if a reader is noted as an appropriate accommodation. In all cases, the Reservation Form must be submitted to CSAS at least three business days prior to the exam. (For example, if a student has an exam on Friday, the Reservation Form must be submitted to CSAS by Tuesday at 5:00 pm to allow CSAS time to make arrangements for space, proctors, and accommodations). Students may reserve multiple dates for the same course on one Reservation Form with all the exams listed (if known in advance). Students should not expect their instructors to make arrangements for them. It is the responsibility of the student to entirely fill out the CSAS Testing Reservation Form, deliver it to the instructor for signature and date/time approval (if needed for a requested change in the time—see below), and return the Testing Reservation Form to CSAS at least three business days before the exam to make arrangements for accommodations. More time is needed for scheduling testing accommodations such as a scribe or a reader. In the event of multiple exams requiring special services, CSAS reserves the right to require changes in exam times with approval from instructors. If an exam time is changed by the professor, the student must submit a new Testing Reservation Form to CSAS and the instructor must e-mail CSAS (CSASTesting@utulsa.edu) three business days before the exam to make arrangements for this change. Students cannot simply notify CSAS of a change—all changes require instructor approval.

- CSAS administers exams between the hours of 8:00 am and 5:00 pm, Monday through Friday. Exams outside of this time frame cannot be accommodated and will need to be scheduled within CSAS hours.
- Students who do not follow the procedures for scheduling accommodated exams will be sent a warning letter. If it happens again after that, exam accommodations will be suspended until the student meets with a CSAS administrator. The CSAS office reserves the right to deny this service if students have not made the appropriate arrangements before the exam.
- All Final Exams being taken at CSAS must be scheduled by 5:00 pm on the last day of class (prior to Reading Days).
- Pop quizzes and in-class writings are considered eligible for testing accommodations. In the event of a pop quiz, the student should communicate with the professor and CSAS staff to make arrangements as advance notice may not be given to the class.
- In general, students are expected to make arrangements to avoid conflicts (such as back-to-back classes) with their accommodations. If there is a conflict, students are expected to take exams at an earlier time or at a time designated by the faculty member to preserve academic integrity. Unless prior approval is granted by both the instructor and CSAS, students must take exams at the same time that the exam is administered to the class. If students need to request to take an exam at a different time than the rest of the class, they should email their Testing Reservation Form to both CSASTesting@utulsa.edu and to the professor to request a change in the time. The professor then responds to let CSAS and the student know if the different time has been approved or not.
- Faculty members provide typical testing durations based on the amount of time it takes most students to complete the test. In general, extended time is not given for take-home examinations. Any exceptions will be determined on a case by case basis by the Eligibility Committee utilizing supporting documentation submitted by the student and information provided by the faculty member about typical test duration.
- Faculty members and CSAS have the right to refuse testing accommodations if the student fails to provide timely notification (Testing Reservation Form) of the need for such accommodation. CSAS administers multiple exams with multiple types of accommodations every day, and late requests cannot be set up easily. In the event a student does not provide timely notification of exam needs, the student may also request that the professor administer accommodations during the regular exam (which may or may not be possible with late notice) and ask if the professor will give an extension for the exam to be accommodated at a later time at CSAS.
- Students are only entitled to their official university-approved accommodations. If there are special arrangements, faculty will notify CSAS in writing (such as use of a computer or more time). However, students are responsible for arranging these special situations (such as bringing their own laptop computer). CSAS will help whenever possible, but, preference is given to students with official accommodations to use our facilities and resources. CSAS reserves the right to audio tape exams if a reader is noted as an appropriate accommodation.
• Late arrival for exams will result in an automatic time reduction corresponding to the number of minutes the student is late. Students arriving late to a scheduled exam will adhere to the already scheduled stop time. In an attempt to duplicate the classroom environment, CSAS cannot allow students to use exam time to study or delay start times to study (or for other reasons) out of fairness to all students. If a student is more than 20 minutes late for an exam, the student will be counted absent and the exam will be returned to the faculty member. The student will need to contact their professor regarding the missed exam and ask whether or not a makeup exam will be permitted.

• Any break time is factored into accommodated testing time. If a student leaves the exam room for any reason, he/she must notify an exam proctor (e.g., such as to take a restroom break).

• Students agree to abide by all academic policies and academic integrity policies at the University of Tulsa. To promote academic integrity and mimic the classroom environment as closely as possible, students taking exams at CSAS agree to follow certain precautions and cannot bring certain items into the Testing Center. Items prohibited from testing rooms include, but are not limited to, the following: bags/backpacks, purses, electronic devices (e.g., iPads, iPods, cell phones, Smartwatches), jackets/coats, hats. CSAS staff will ask students to empty their pockets and remove hats and jackets prior to the exam, as well as remove electronic devices and turn them completely off (no vibrating or making noise). Students may leave their belongings in a central location within CSAS, but CSAS assumes no responsibility for watching or protecting these items.

• CSAS staff reserve the right to randomly enter exam rooms to perform academic integrity checks. Proctors may be in the room during the duration of any exam.

• In the unlikely event that a disturbance occurs during your exam, please notify CSAS staff immediately so that we may remedy it. Retroactive modifications to testing conditions are not possible.

Note Taking Assistance

• Students receiving note taking assistance need to notify the CSAS staff to receive note taking services at the beginning of each semester by submitting the Notetaking Request Form. Students should attend a few classes to determine if notes will be needed in each particular class. As stated in the Note Taker Guidelines, a student receiving note taking assistance must notify the CSAS staff of any excused absences (refer to absence policy and individual accommodations) in order to receive notes for the missed day. Failure to notify the CSAS staff of an absence without proper documentation will result in the student not receiving notes for the missed day. Please see the Notetaker Policy for complete information. All students are encouraged to discuss their notetaking preferences with their notetaker in order to receive notes in the way they most prefer.

Lecture Recordings

• Students cannot record lectures at the University of Tulsa without written permission from either CSAS or the faculty member. All students may request this from their instructors, or those with disabilities can be approved as an accommodation through CSAS. CSAS maintains a limited number of recorders that students may check out to use; alternatively, students with approval may use their own recording devices. The student is required to return borrowed recorders to the CSAS office at the end of the semester. Failure to return the recorder will result in the suspension of the student’s lecture recording accommodation until the student has met with an Assistant Director and resolved the issue. If borrowed recorders or equipment are lost or damaged, it is the student’s responsibility to replace the item with an exact duplicate item or exact cash match of the value of a new item (checks must be made out payable to The University of Tulsa).

Alternative Formats for Textbooks/Materials

• Students who are eligible for alternative formats of texts are responsible for obtaining their materials through Learning Ally, Bookshare, or another appropriate resource (see CSAS for a listing of resources for textbooks). Students need to contact their individual professors before the start of every semester to find out what books they will need. As many book repositories may take several weeks to locate an alternative format of a textbook,
students should plan accordingly and start as early as possible. Students should notify the CSAS office if they cannot locate a copy of a needed textbook. CSAS will attempt to locate books not listed on Learning Ally or Bookshare. Students should submit requests for alternative books to CSAS as far in advance as possible since it generally takes several weeks to fill book requests. Students should submit the following information regarding the textbooks they want: Title, Author, ISBN number, Edition, Publication Year. In the event no copy is available, students are responsible for making arrangements with CSAS staff for the recruitment of a reader. **Thirty (30) days’ notice prior to the requested finish date** is required for any readings that must be read through the CSAS office. For alternative versions of other materials in the class, students will work directly with CSAS staff and their professor for obtaining alternative versions of materials. One week’s notice is always needed (at a minimum) to modify formats of materials.

**Notification of Absences and/or Documenting Condition to Professors**

- Students who qualify for notification of disability-related absences to their professors are responsible for contacting the CSAS office as well as submitting sufficient documentation to support the absence. Upon notification of an absence, a CSAS staff member will contact the student’s professor letting them know that the student has been in contact with the CSAS office and that when documentation is received it will be placed on file in the CSAS office. The notification to professors is not an excused absence; it is simply a notification to the professors. The student is still responsible for contacting the professor to obtain missed assignments and deadlines, and for contacting a fellow classmate to obtain notes. See the Absence Notification Policy for complete details. For students with ongoing conditions, CSAS can send letters to professors at the beginning of each semester describing potential functional limitations and needs the student may have should their condition worsen. This is not an excused absence but notifies the professor that the student may need additional flexibility as permitted with deadlines, attendance, etc.

**Scribe or Reader**

- Students who qualify for the use of a scribe or reader for exams are responsible for making arrangements with CSAS regarding the recruitment and usage of a scribe/reader. Scribes/readers are requested using the same procedures as requesting exams. Scribes are to be used as your vessels for writing, not your answer keys. Scribes and readers will be provided by CSAS.

**Technology/Special Equipment**

- Students approved to use special technology or equipment are responsible for the maintenance of the equipment while checked out from CSAS and will sign the Equipment Check-Out Form. Students are responsible for returning the equipment in the same condition in which it was loaned, and assume financial responsibility for any damage to the equipment while borrowed from CSAS.

**Classroom Needs**

**Preferential Seating**

- Students who receive preferential seating are required to make arrangements with CSAS to ensure that seating is made available for the student. CSAS will contact the student’s professors prior to the start of the term to inform them of the need for special seating. It is the student’s responsibility to inform the professor of their accommodations.
Classroom/Building Accessibility

- Students who have an accessibility issue will need to contact the CSAS office to make arrangements for a classroom change. **At least two (2) weeks’ prior notification** is required for a change of classroom request.

Interpreting/CART/CAN

- Students are encouraged to submit requests for services to CSAS as soon as possible but, at a minimum, **three weeks prior (15 business days)** to the start of the semester. Students are urged to finalize their schedules far in advance of the first class day, so that interpreters/CART/CAN can be scheduled according to student preference and availability. Last-minute requests cannot be guaranteed, though attempts will always be made to secure interpreting/CART/CAN services. Students need to provide the course schedule and specify the classes for which they need these services to initiate the process of finding service providers.
- All non-classroom requests (including meetings with professors or group meetings with other students for projects or assignments) should be made as far in advance as possible, but at least 10 business days in advance. Last-minute requests cannot be guaranteed, though attempts will always be made to secure services. Tests taken outside of regular class time will be treated as a special request and students should submit requests for review sessions and final exams as far in advance as possible.
- If students utilize interpreting services, **a minimum four (4) hours’ notice of an absence** must be given to the interpreter and the CSAS office. If students fail to notify the interpreter and the CSAS office for three consecutive absences, interpreting services will be suspended until the CSAS Director or Assistant Director is contacted and the office provided with appropriate documentation to support absences. Services will resume if appropriate documentation is submitted and if the student meets with an Assistant Director at CSAS to resolve the issues. Please see the Interpreting/CART/CAN Policy for complete information.

Other Services

Students with disabilities are encouraged to take advantage of the following related services available to all students at the University:

**Tutoring**

- Students are responsible for notifying CSAS if they need referrals for tutoring assistance in a particular class. Initial requests for tutoring require the completion of a Tutor Request Form. Tutoring Fees are the responsibility of the student requesting tutorial services.

**Academic Counseling**

- Students who begin to experience difficulty in a course are responsible for informing a staff member at CSAS to allow adequate time to suggest appropriate alternatives.

Other Responsibilities

Students at post-secondary institutions are considered to be adults. Students are expected to take responsibility for their own academic success. Students plan and utilize their own study time and seek help when they feel it is needed.

**Personal Services**

- If a student is in need of personal attendants, private one-on-one tutoring, special transportation, assistance with completing homework, assistive technology of a personal nature, or other personal services, it is necessary for the student to arrange for these services on their own as it is not a function of a post-secondary institution to provide them.