

Student Name: _____ ID: _____

Policies and Student Responsibilities

Student Accessibility Services

NOTE TAKER ACCOMMODATIONS

In order to receive note taker services as authorized by a SAS Counselor, you must understand and adhere to the following policies:

- Notify SAS immediately if I drop a class so they can notify the note taker and instructor.
- Notify SAS immediately if I am having problems with my note taking services.
- I agree to show up to class in a timely manner, stay for the entire class, and participate in class as my note taker accommodates my disability. I understand the note taker is not my substitute in class.
- I agree to coordinate with the assigned note taker or class instructor a method to receive copies of notes.
- I am subject to the policies indicated in my instructor's course syllabus like any other student.

Initial Agreement _____:

I agree to the above note taker service policies. I am responsible for reporting class schedule changes and drops to SAS as soon as possible. I understand that violation of note taker policies may result in service suspension and/or termination.



MiraCosta College, SAS
Phone: (760) 795-6658 – Fax: (760) 795-6604
www.miracosta.edu/sas

EXAM ACCOMMODATIONS

In order to receive exam accommodations as authorized by a SAS Counselor, you must understand and adhere to the following policies:

- I must submit a separate Exam Accommodation Request for each exam/quiz/final using ClockWork--- professor(s) cannot do this for you: <http://www.miracosta.edu/studentsservices/dsps/ClockWork.html>
- **Exam requests are due in ClockWork at least 1 week** before the exam date.
- **Final Exam Requests are due in ClockWork 2 weeks** before the final exam date.
- Exams & Finals should be scheduled in ClockWork as early as possible to avoid late requests. ***These can be done all at once when you know your dates***
- Late exam requests must be emailed to sastesting@miracosta.edu immediately upon realization of late status. SAS cannot guarantee late requests.
- Any exam times outside the regularly scheduled class time must be approved by instructor.
- Late arrivals past 15 minutes will be referred to the instructor for possible make-up or another course of action. SAS cannot approve make-up exams. I am responsible for contacting the instructor.
- If I miss three (3) exam appointments, service will be suspended. I understand I must meet with the SAS Faculty Director for reinstatement of service.
- If an exam is canceled or rescheduled, it is my responsibility to notify the SAS office immediately. (ex. emailing sastesting@miracosta.edu).
- MiraCosta academic integrity rules apply when taking exams with DSPS or the APC. Outside devices such as cell phones or iPods are strictly prohibited and must be completely off before entering the exam area. Only instructor-approved materials are allowed during exams. I am required to maintain confidentiality regarding exam information. Students violating these policies will be subject to disciplinary action.

Initial Agreement _____:

I agree to all above stated conditions, and I understand that violation of SAS exam policies may result in service suspension, termination, and/or academic discipline.

ALTERNATE FORMAT MATERIALS

In order to receive alternate format services as authorized by a SAS Counselor, you must understand and adhere to following policies:

- SAS acts as intermediary between you and the publisher to request materials in an alternate format. You are not authorized to contact the publisher directly to request alternate format materials.
- Proof of purchase in the form of a receipt must be provided before receiving your textbook in an alternate format.
- On occasion staff must remove the binding from your purchased textbook in order to facilitate scanning. If required you will be contacted to approve this process. Every attempt will be made to return your materials within four to six weeks with spiral binding. Textbooks damaged or lost during this process are not the responsibility of SAS to replace.
- Only one copy of material in alternate format will be provided for academic use only. Absolutely no material provided may be copied, shared, distributed or duplicated.

Initial Agreement _____:

I agree to the above alternate format policies. I understand that violation of alternate media policies and procedures may result in service suspension and/or termination.

SERVICE SUSPENSION AND TERMINATION POLICY

The district may adopt a written policy providing for the suspension or termination of SAS services where a student fails to comply with SAS Program Responsibilities, items 2-4 to the right. Each student shall be given a copy of this policy upon first establishing services with SAS.

Students may be denied services under two conditions:

1. Lack of Measurable Progress;
2. Inappropriate Use of Services

Measurable Progress: A lack of measurable progress may be defined in the following ways and may result in loss of SAS services:

- Failure to meet MiraCosta College academic standards (i.e., academic dismissal, long term suspension or expulsion);
- Two consecutive semesters of failure to comply with SAS services policies;
- Failure to make progress toward the goals outlined in AAP for consecutive semesters.

Inappropriate Use of Services: Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that a student is using. Failure to comply with the terms stated within each specific service area may result in termination of that service.

- Only services that have been used inappropriately may be terminated in the middle of a semester.
- Prior to the termination of a service, the student will be notified in writing that unless he/she meets with a SAS faculty member to discuss the area of concern, the service will be automatically terminated one (1) week from the date of the letter.
- At the meeting, the student will need to sign the Warning of Suspension or Termination Contract, which outlines the guidelines for continuing services.
- If the service is terminated, it will be terminated for the current semester only.
- Terminated services may be reinstated during the current semester only on the authorization of a SAS faculty member, and only if there are extenuating circumstances which warrant the reinstatement of the service.
- Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.

SAS PROGRAM STUDENT RESPONSIBILITIES (Per Title 5, Section 56010)

Students receiving academic adjustments, auxiliary aids, services and/or instruction through SAS shall:

- (1) Comply with the student code of conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
- (2) be responsible in their use of services authorized by SAS and adhere to written service provision policies adopted by SAS; and
- (3) when enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP), supplement or,
- (4) when the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students.

By signing below, I acknowledge receipt of SAS Policies, and I agree to the above stated responsibilities, including the applicable, initialed service polices. I also give permission for SAS program faculty and staff to discuss my educational situation with other professionals who have a legitimate educational need to know.

Student Signature _____ Date _____

DSPS Signature _____ Date _____