Procedure for Obtaining an Academic Assistant

Student Responsibilities:

1. Register with the Office of Student Disability Services by following appropriate OSDS procedures.

2. Inform the Coordinator of OSDS of the need for an academic assistant and provide appropriate documentation of disability to validate request for services. All requests must be academic in nature.

3. Act in a timely manner to advise Coordinator of specific needs for an academic assistant, including times and locations. Provide Coordinator with list of specific duties requested of the assistant.

4. Meet candidate for assistant position to discuss specific needs. Provide assistant with list of specific duties approved by the coordinator of OSDS and answer any questions or concerns. Confirm assistantship and coordinate schedule with assistant.

   Note: The student and the assistant should find a mutually agreeable meeting place on SCSU Campus.

5. Immediately report any problems with assistant to Coordinator of OSDS.

6. Give assistant adequate notice if unable to meet during any of the scheduled times.

The Office of Student Disability Services Responsibilities:

1. Upon receipt of documentation, the Coordinator of OSDS will staff the request for an academic assistant with other professional staff members in order to obtain approval for the accommodation.

2. The Coordinator will work with the student on a list of duties deemed suitable for an academic assistant.

3. The Coordinator will locate candidate for academic assistant position.

4. The coordinator will arrange for an initial meeting between student and academic assistant.

5. The Coordinator will consider providing approved academic materials upon request of academic assistant.

6. The Coordinator will assist the student in resolving any problems that may arise with the assistant.