Procedures for Receiving Academic Accommodations

**Student Responsibilities:**

1. Contact the Office of Student Disability Services (OSDS) to obtain appropriate paperwork to register with OSDS.

2. Complete OSDS Intake Information Form.

3. Provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current and provided by a qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist.

4. Follow up the Office of Student Disability Services to confirm that your documentation has been received.

5. Meet with the coordinator of Office of Student Disability Services to request academic accommodations.

6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by OSDS.

7. Contact the coordinator of the Office of Student Disability Services prior to the beginning of each semester in order to discuss any necessary changes in your accommodations.

8. Contact the coordinator of the Office of Student Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.

9. Abide by South Carolina State University’s standards and guideline for behavior in the student Handbook.

10. Adhere to all the Academic Honesty Policies as stated by South Carolina State University.

**The Office of Student Disability Services:**

1. Review the student’s documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Staff with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.

3. Research and prepare paperwork (such as “Professor Letters”) as necessary to facilitate receipt of appropriate accommodations for which the student is approved.

4. Assist the student with the academic accommodation process.

5. Assist the student in resolving problems that may occur in the testing accommodations process.

6. Interact with SCSU faculty, staff and non-SCSU professional on student’s behalf as appropriate (such as VR counselors, other colleges or graduate programs).

7. Maintain records of interaction with student related to the administration of academic accommodations.

Note: The Office of Student Disability Services is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated herein may result in delays in or denial of the provision of accommodation.