

### **Rights and Responsibilities of Students with Disabilities ~ Saint Leo University**

Saint Leo University is committed to a policy which provides an equal opportunity for full participation of all qualified individuals with disabilities.

Academic accommodations and services are provided to allow full participation. The student with a disability has certain responsibilities which facilitate the process of receiving accommodations in a timely fashion. Students seeking accommodations are responsible for providing the Office of Disability Service (ODS) with recent documentation of their disabilities at or before the time they are requesting services. You must request accommodations from the ODS for each term.

ACCOMMODATIONS	RESPONSIBILITY OF	HOW	Int.
Registration with the ODS	Student	Student self identifies and requests accommodations through the ODS	
Verification of disability	Student	Student provides documentation of disability to the ODS—either directly to the office or through the campus contact	
Authorization and approval of accommodations	ODS	The ODS verifies or denies accommodations. Accommodations are authorized based on the student's disability and need for access.	
Notification of authorized accommodations	Student, ODS, and/or Campus Contact	Student must submit a request to the ODS at the beginning of every term for which they are enrolled and seeking accommodations. Requests should be submitted to <a href="mailto:adaoffice@saintleo.edu">adaoffice@saintleo.edu</a> .	
Communicating needs to instructors	Student	It is the student's responsibility to discuss approved accommodations with instructors. Students are encouraged to make an appointment with each instructor to discuss accommodations and learning needs.	
Permission to tape record	Student	Students must inform their instructor each time a lecture is being tape recorded	
Note taker	Student	Students must discuss note taker arrangements with the instructor	
Books on Tape, Kurzweil, E Text from Publisher	Student	Students are encouraged to contact the ODS with the title, author, edition, publisher, and ISM number of the books needed at least 4 weeks before the term	
Extended test time/Distracted free test environment	Student	Students must remind the instructor at least 1 week in advance of the test. Students must sign up in the ODS to have their test proctored at least 48 hours in advance. Students who do not show up for their scheduled test within 15 minutes of the appointment will be asked to reschedule. Personal items, including cell phones, are not permitted in the testing center. If breaks are permitted, you must notify ODS of your break. Students who do not follow these guidelines will not be permitted to test in the testing center. Online students must remind instructors to reset tests to allow for additional time at least 1 week in advance.	

Alternative exams: oral exams, test questions read, No Scantron	Student	Students must remind instructors of alternative exam procedures. Student must notify the ODS of alternative exam needs when signing up for testing.	
Use of a computer for in class work or tests	Student	Student must request use of a computer for tests proctored by ODS.	
First floor and/or furniture related issues	Student	Student must notify the ODS at least 4 weeks before the term begins.	
Enlarged copies or Braille copies of printed materials distributed in class (including syllabus)	Student	Student must let the instructor know that materials need to be enlarged at least 3 days in advance	
ASL-English interpreter, FM system, C-Print services	Student	Student must notify the ODS at least 8 weeks in advance of the term.	

### **Problems Related to Accommodations**

If you experience difficulties in a class, you must let your instructor know so that the instructor can make the necessary adjustments. If you and/or the instructor would like the assistance from the ODS, you may contact Amanda Becker, Assistant Director, at 352-588-8464.

If you have difficulties with an instructor honoring one or more of your approved accommodations, please speak with the instructor. If these difficulties continue, please contact Amanda Becker, Assistant Director. The Office of Disability Services will intervene and mediate for you so that your rights are protected.

The ODS can not make retroactive accommodations. If you think your accommodations are inadequate for your circumstances, please schedule an appointment, by phone or in person, with the Assistant Director of Disability Services. Or if you become aware that your needs have changed, please schedule an appointment, by phone or in person, with the Assistant Director.

My signature below indicates that I have read the Rights and Responsibilities of Students with Disabilities and understand its content. I am aware of the procedure to receive accommodations.

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**Date**

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**Student Signature**