

# RADFORD UNIVERSITY

## Center for Accessibility Services

### Policies and Procedures for Receiving Services

Print Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

1. Students are qualified for accommodations based on best practices, a student interview and supporting documentation. CAS accepts **COPIES** of documentation only (no originals). Documentation is processed in the order it is received.
2. Accommodations are **NOT** retroactive. I will submit an *Accommodation Request Form* each semester to receive my accommodation package. **Students requesting PRIORITY REGISTRATION ONLY are required to submit an Accommodation Request Form each semester.**
3. It is my responsibility to initiate services and to inform my professors of the accommodations that have been recommended. I will provide an *Accommodation Letter* and *Academic Accommodations Contract* to each professor, every semester and for each class in which I am requesting accommodations.
4. I will return the white copy of the triplicate *Academic Accommodations Contract*, signed both by myself and the professor, to the CAS **within five (5) business days** of obtaining signatures.
5. I will notify the CAS of any concerns regarding my accommodations so they may be addressed in a timely manner.
6. Documentation is valid for academic accommodations at Radford University **ONLY** and may not fulfill the accommodation requirements for entities that administer standardized tests. (GRE, Praxis, VCLA, etc.)
7. Registered student files will be purged five years from the last date of service, without notification.
8. By written student request, CAS will provide copies of CAS service related records. Requests for copies of documentation (medical records, IEPs, etc.) should be made to the original provider.

\_\_\_\_\_ (initial) **I understand and agree to the CAS policies and responsibilities listed above.**

### Policies and Responsibilities for Recording Devices

Are you eligible for the use of a Recording Device?

YES \_\_\_\_\_ NO \_\_\_\_\_

1. Prior to using the recording device, I will notify my instructor of what recording device(s) I will use and discuss the plan of use with my professor.
2. Information recorded during class lectures and discussions will be used to support my education. I will maintain private and exclusive use of all recorded lectures and/or discussions. I will destroy recorded material at the end of the semester.

\_\_\_\_\_ (initial) **I understand and agree to the policies and responsibilities listed above related to recording devices.**

### Note Taking Services Coordination Agreement

Are you eligible for Note Taking Services?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you wish to be Known or Anonymous?

Known \_\_\_\_\_ Anonymous \_\_\_\_\_

**Coordinating with  
your note taker will  
greatly improve the  
quality of this service  
and will allow you to  
communicate  
directly with your  
note taker when  
questions arise.**

## Policies and Responsibilities for Note Taking Services

I will contact the CAS immediately if I am not receiving notes in a timely manner or if I withdraw from a class.

\_\_\_\_\_ (initial) I understand and agree to the policy/responsibility listed above related to note taking services.

## Policies and Responsibilities for Test/Quiz/Exam Proctoring in the CAS

Are you eligible for Test Accommodation?

YES \_\_\_\_\_

NO \_\_\_\_\_

1. To secure test/quiz/exam accommodations, I will complete the *Proctoring Request Form* with my professor and submit it at least **seven (7) business days prior to the test/quiz/exam**. Tests/quizzes/exams scheduled in the CAS will begin between the hours of **8am and 2:30pm, Monday through Friday**.
2. I will arrive ten (10) minutes prior to the test/quiz/exam time on the scheduled day approved on the *Proctoring Request Form*. I will arrive no later than fifteen (15) minutes after the scheduled time to be eligible to take the test/quiz/exam in the CAS.
3. I will bring and use only the materials approved by the instructor on the *Proctoring Request Form*. I will leave unauthorized materials, including jackets, backpacks, cell phones, etc. outside the testing area.
4. I will adhere to the Radford University Honor Code. The CAS monitors and records all testing rooms. Any academic infractions will be reported immediately to the professor to determine course of action.

\_\_\_\_\_ (initial) I understand and agree to all policies and responsibilities listed above related to test/quiz/exam proctoring in the CAS.

## Policies and Responsibilities for Alternate Text Requests

Are you eligible for Alternate Text Requests?

YES \_\_\_\_\_

NO \_\_\_\_\_

1. I will submit an alternate text request form and copies of receipts for my alternate text needs. Allow **ten (10) business days from the time both the request form and the receipts have been submitted** to process the request. **PUBLISHERS CAN TAKE LONGER THAN 10 BUSINESS DAYS TO PROVIDE ALTERNATE FORMATS TO THE CAS.**
2. I will comply with the Copyright Revision Act of 1976, as amended (17 U.S.C SEC 101 et. Seq.) and not copy, duplicate, distribute or alter the materials received through this accommodation for any purpose. Alternate text formats/assistive technology are for my personal use only.
3. Alternate text formats will be destroyed or returned to the CAS if I am no longer in possession of the original textbook (i.e., if the original is sold, traded or returned after rental).

\_\_\_\_\_ (initial) I understand and agree to all of the policies and responsibilities listed above related to alternate text.

*I have read the Policies and Procedures for Receiving Services and will adhere to them.*

*I understand that if I do not adhere to the above, there will be a delay in receiving accommodations.*

*I understand that I may be required to submit additional documentation to support my request.*

*I understand that alternate accommodation strategies will be explored should requested accommodations violate the technical standards of the course or program.*

Student Signature

Date

Academic Year

Initial the box for the current semester

Fall	Wintermester	Spring	May	Summer I	Summer II	Summer III	Augustmester