

Services for Students with Disabilities

Rights and Responsibilities

As a registered student with Services for Students with Disabilities (SSD) it is important to understand your rights with regards to your accommodations as well as your responsibilities.

RIGHTS


- 1. It is your right to deliver your accommodation letter(s) to any and all instructors. You may not need all accommodations for every class, but any professor that you will need an accommodation from **must** have a copy of your accommodation letter.
- 2. It is your right to not deliver your accommodation letter for any class during a semester. This does not affect your right to have accommodations again for any subsequent semester.
- 3. It is your right to request adjustments to your accommodations. All requests will be reviewed by your coordinator and approved, as appropriate, in order to ensure equal access.
- 4. It is your right to have your disability kept confidential as the law allows. SSD will not share information regarding your disability with any faculty, staff, parent, or other entities unless you have completed a Release of Information and given permission to do so or there is an explicit need to know.
- 5. It is your right to have your approved accommodations provided to you free of charge, as mandated in the Americans with Disabilities Act. SSD will never charge you for your classroom accommodations.

RESPONSIBILITIES

- 1. It is your responsibility to meet with each professor during the first week of class, or within one week of receiving your accommodation letters if it is during the semester, to review your letter and discuss the use of accommodations in their class. **Accommodations become effective on the date the letter is delivered to your professor. Accommodations are not retroactive.**
- 2. It is your responsibility to read each class syllabus and talk with professors about the ways in which the course structure and essential requirements may impact the use of your accommodations.
- 3. It is your responsibility to report problems to SSD regarding professors who are not providing accommodations. This must be done during the semester the problem is occurring and not after grades have been given for the course.
- 4. It is your responsibility to request new accommodation letters for each semester that you are going to need accommodations or if there is an update to your accommodations.
- 5. If you have note taking assistance as an accommodation, you must attend class and be attentive. You do not have the right to request a copy of notes from a class for which you were absent.
- 6. If you require an alternative test location, or extra time on exams, it is your responsibility to arrange for this accommodation with your instructors and/or schedule to take your exam in the testing space at SSD at least *10 BUSINESS DAYS* prior to the exam if your professor is **unable** to accommodate you.

Alternative Formats: If you have text books or documents that you want scanned or recorded on to CD, this material must be delivered to SSD at least one week prior to the date needed. A receipt showing purchase of the book to be scanned must be provided along with your request.

Interpreter Services: Requests for interpreter services should be completed immediately following your registration for classes in order to assure this accommodation is provided on the first day of class.

kailey Stark	css3594
Student Name (printed)	UT EID
<div>DocuSigned by: </div>	2020-10-12 09:33:19 PDT
80E95EA11264486... Student Signature	Coordinator Signature
Date	Date



Acceptance of Services

Intake Date: October 9, 2020

Date Printed: October 9, 2020

EID: CSS3594

Student: Carson "Kailey" Stark

Approved Academic Accommodations, Services and Referrals

Classroom Accommodations

- Use of technology to audio record during class.
- Flexibility with deadlines; the amount of flexibility should be based on the structure of the course.

Testing Accommodations

- Test location in a reduced distraction environment

Services

- Priority Registration
- Course Load Reduction
- Accommodation Letters

Referrals

- Sanger Learning Center (Jester, 512-471-3614)
- Counseling and Mental Health Center (5th floor SSB, 512-471-3515)

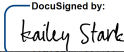
Any notes, slides or audio recording received as part of an accommodation are for student's personal use only and should not be shared with others in any format (in person or electronically).

Books or materials provided in alternate format are for student's personal use only and should not be shared with others in any format (in person or electronically).

The undersigned accepts the approved academic adjustments as reasonable accommodations for the documented disability(ies) and gives permission to Services for Students with Disabilities staff to release disability related information to the University of Texas faculty and staff as it applies to academic policies, procedures, and accommodations. Students may request adjustments to their accommodations at any time by contacting their Disabilities Services Coordinator.



Students who disagree with the approved accommodations can request a review of their accommodations by SSD's Executive Director or the ADA Coordinator. Grievance procedures can be found on the SSD website at <http://ddce.utexas.edu/disability/grievance-procedures/>.

Student Signature:  _____

Date: 2020-10-12 | 09:33:19 PDT

Witness Signature: _____

Date: _____

I give permission for SSD staff to discuss information related to my academic endeavors with the following individuals (list name and relationship): _____

Yes _____ No ☒

Notes to Student:

Certificate Of Completion

Envelope Id: BAB04D8903834B728E3902AF2692C240

Status: Sent

Subject: Please DocuSign: Rights and Responsibilities & Acceptance of Services

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lori Gonzalez

AutoNav: Enabled

1 University Station

Envelopeld Stamping: Enabled

Austin, TX 78712

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

lbg663@eid.utexas.edu

IP Address: 136.49.82.62

Record Tracking

Status: Original

Holder: Lori Gonzalez

Location: DocuSign

10/9/2020 10:36:35 AM

lbg663@eid.utexas.edu

Signer Events

Kailey Stark

imkaileystark@gmail.com

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:


80E95EA11264486...

Signature Adoption: Pre-selected Style

Using IP Address: 72.182.43.19

Timestamp

Sent: 10/9/2020 10:40:40 AM

Resent: 10/12/2020 8:12:26 AM

Viewed: 10/12/2020 9:32:32 AM

Signed: 10/12/2020 9:33:19 AM

Electronic Record and Signature Disclosure:

Accepted: 10/12/2020 9:32:32 AM

ID: f7b9a2b3-44bd-4599-99c6-267cde993b74

Lori Gonzalez

lbg663@eid.utexas.edu

University of Texas at Austin

Security Level: Email, Account Authentication
(None)

Sent: 10/12/2020 9:33:21 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Meg Sheraden

meg.sheraden@austin.utexas.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/12/2020 9:33:21 AM
Payment Events	Status	Timestamps
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If you elect to receive required notices, disclosures, and documents only in email attachment or paper format, it will slow the speed at which we can complete certain steps in transactions with you and in delivering services to you because we will need first to send the required notices, disclosures, or documents to you in email attachment or paper format, and then wait until we receive back from you your acknowledgment of your receipt of such email attachment or paper notices or disclosures.

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