

DSS Checklist

In order to receive accommodations through DSS at Centenary College, the student understands that he or she must abide by the following regulations:

1. Students must provide a list of all classes and professor names for which he or she is seeking accommodations EACH SEMESTER by either a) coming to DSS office, or b) emailing a member this office (email tfeldt@centenary.edu)
2. After the student receives a copy of his or her accommodation letter by email, students are required to meet privately with their professors at the beginning of the semester to discuss needed accommodations and any other concerns. Students must discuss his or her accommodations with each professor to ensure both parties understand all aspects of the accommodations being requested.
3. If, after the accommodations letter has been sent out, there is any change in class schedule, the student must notify DSS with the professor and course name so that your new professor may be notified of the accommodations.
4. If the student's disability is physical or psychological in nature, the student will likely be asked to provide updated documentation every 12 months to ensure continued accommodations are received (guidelines for documentation can be found at www.centenary.edu/attachments/student-services/ds/prospective/generaldocumentationguidelines.docx).
5. Students must request accommodations at least 1 week prior to any test or exam and 2 weeks prior to any final exam in order for accommodations to assure accommodations can be made. Failure to do so may result in no accommodations being given for that assignment/test/exam. Faculty will attempt to meet your need whenever possible.
6. The student should notify both the professor and DSS if an accommodation is not being provided completely or correctly or if it is no longer necessary.
7. The accommodation determination is an interactive process individualized to that student on a case-by-case basis. Students have a right to participate in the appeal process if they disagree with the accommodation decisions or process.
8. In order to get accommodations on graduate school entrance exams (e.g. GRE, MCAT, LSAT, etc.) the student must have a record through DSS of using accommodations throughout his or her undergraduate career. Failure to do so will result in the DSS office being unable to support a need for accommodations on these exams when documentation is required by the testing service.
9. Documents, testing, results of evaluations given to DSS are the property of that office. DSS cannot provide you a copy of that material. You are encouraged to have your own copies and create a file for yourself. DSS can provide written confirmation of accommodations that were provided at Centenary upon request of the student.

It is the student's own responsibility to be his or her own advocate. DSS staff is here to provide assistance in developing advocacy skills and communicating the student's specific needs and accommodations to faculty.

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