



Office of Disability Services Academic Checklist

In order to receive accommodations through the Office of Disability Services (ODS) at Centenary College, the student understands that they must abide by the following regulations:

- Students must provide a list of all classes and professor names for which they are seeking accommodations EACH SEMESTER by either a) coming into ODS or b) emailing a member this office (email disability@centenary.edu)
- After the student receives a copy of their 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.
- If, after the accommodations letter has been sent out, there is any change in class schedule, the student must notify ODS with the professor and course name so that your new professor may be notified of the accommodations.
- If the student's disability is physical or psychological in nature, the student must provide updated documentation every 12 months to ensure continued accommodations are received.
- 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 be made. Failure to do so may result in no accommodations being given for that assignment/test/exam.
- The student should notify both the professor and ODS if an accommodation is not being provided completely or correctly.
- The student should notify both the professor and ODS if an accommodation is no longer necessary.
- In order to get accommodations on graduate school entrance exams (e.g. GRE, MCAT, LSAT, etc.) the student must have a record through ODS 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.

It is the student's own responsibility to be their own advocate. ODS staff is here to help develop advocacy skills and communicating the student's specific needs and accommodations to faculty.

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