



Department of Student Affairs  
 518-861-2502  
 FAX 518-730-9628  
 Student Support Center, Mercy Hall

**Accessibility Services Student Responsibility Agreement**

Every student receiving accommodations agrees to the following.

1. It is expected that every student review the Maria College Student Handbook and comply with all College academic policies, procedures and the student code of conduct contained therein. The Student Handbook is available online at [www.mariacollege.edu/student-support](http://www.mariacollege.edu/student-support) .
2. It is expected that every student regularly monitors their Maria College student email for correspondence and important information from the Accessibility Services Office.
3. It is expected that every student abide by testing room protocol which can be found in the Student Accessibility Services Handbook. (See [www.mariacollege.edu/student-support/academic-support/accessibility-services](http://www.mariacollege.edu/student-support/academic-support/accessibility-services) )
4. *Request for accommodations* must be made at the beginning of each semester via the Accessibility Services webpage.
5. *First Time Student Registration* (An initial intake appointment with the Assistant Dean of Students is required. Once the student registers online, he or she will be contacted by email to make that appointment.)
6. *Returning Student Registration* (Student will need to complete online registration form and meet briefly with Assistant Dean to review and sign a new Accommodation Agreement.)
7. *Clinical Skills Assessments* cannot be modified nor can students receive accommodations for these exams since such modifications and/or accommodations would result in a fundamental alteration of the assessment. This includes, but is not limited to, dosage (SafeMedicate) and competency exams in the Nursing and Occupational Therapy Programs.
8. It is expected that each student receiving their accommodation agreement by email will forward a copy of this accommodation agreement to all their professors at the beginning of each semester.
9. It is expected that students will schedule their exam/test *at least three days* in advance according to their faculty approved exam dates and location. Exams can be schedule through the Accessibility Services webpage.
10. It is expected that each student will keep the Assistant Dean of Students informed of any changes to your disability or personal information.
11. It is expected that all documents related to your disability are provided to the Assistant Dean of Students before services begin. Information can be emailed to [jcoller@mariacollege.edu](mailto:jcoller@mariacollege.edu) or faxed to 518-730-9628.
12. Each student is responsible to provide the Assistant Dean of Students with the contact information of her or his case manager or counselor such as ACCES-VR and provide a signed consent to share information as needed.
13. If students are approved for alternate format of textbooks, students should request the books as soon as they register for classes. Getting textbooks in alternate format can take a long time.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy of **Student Responsibilities** given:     Yes             No            Date \_\_\_\_\_