

VCU Disability Support Services

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

DISABILITY SUPPORT SERVICES

As a student requesting accommodations through the office of Disability Support Services (DSS) at Virginia Commonwealth University:

I understand that I should request accommodations at least 4 weeks prior to the first day of classes of each semester, to ensure that accommodations are in place by the first day. This includes but is not limited to requests for adaptive or special equipment books, furniture, etc. However, I also understand that I may request accommodations at anytime during my tenure at VCU.

I acknowledge and understand that it is my responsibility to pick up my accommodation letters from the DSS office beginning the 1st week of each semester.

I understand that request for accommodations are not retroactive. I am aware that accommodations begin at the time that I present my accommodation letter to my professor(s).

I acknowledge that it is solely my responsibility to disclose my disability to my instructors, and possibly to other university personnel on an educational “need to know basis,” should I choose to initiate a request for accommodations.

I am responsible for coordinating testing with my instructor and the DSS Office if I would like to use the DSS testing center. I agree to schedule my tests at least seven days in advance. I agree to inform my instructor(s) that any pop quizzes or impromptu testing to be taken at the DSS office requires scheduling at least seven days in advance.

I will inform my instructor(s) if I have a scheduling conflict that requires a test to be taken more than three hours after the regularly scheduled classroom test.

I agree to allow enough time to complete the test during the DSS Office’s normal hours of operation. The DSS Office closes at 5:00 p.m. Monday through Friday.

I acknowledge that failure to attend class(es) without a valid excuse (i.e. illness, hospitalization) may void my note taking services. I understand that it will become my responsibility to obtain those notes in an alternative fashion.

I agree to notify the DSS Office if I need textbooks or other printed material, enlarged or otherwise formatted, at least four weeks prior to the first day of classes of each semester. I agree to provide copies of my syllabi to assist in the delivery of these services.

I understand that it is solely my responsibility to contact DSS if I have any classroom accessibility issues that I cannot solve independently. All information concerning my disability is confidential. Therefore, third parties, including family members, are not responsible for contacting DSS to discuss my concerns.

Student Signature: _____ Date: _____

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Phone: (804) 828-9782 // TTY: (804) 828-4608 // Fax: (804) 828-4609