



### **Student Responsibilities**

1. To self-identify his or her disability with the Office of Disability Services.
2. File your request for accommodations and submit your documentation in a timely manner.
3. Providing a copy of your accommodation's letter to each of your instructor's where accommodations are needed each semester.
4. Discuss your approved accommodations with your instructors. This may include reminding them a few days before an exam of the agreed arrangement that you made for your testing accommodations.
5. If you are utilizing the testing center for accommodations, students are responsible for scheduling a testing appointment with the Testing Department two business days in advance prior to each exam.
6. If at any time, **you are not receiving your approved accommodations, it is your responsibility as a student**, to notify the Disability Services Coordinator as soon as possible.
7. Meet the qualifications and maintain institutional standards for courses, programs, services, and activities.
8. Be cordial and respectful to your instructors at all times.
9. Abide by the student code of conduct.
10. Visit your instructors during office hours when you have problems or questions.
11. Utilize tutoring resources as needed with the Tutoring Center.
12. Filling out the required accommodation renewal form each semester and submit it to the Office of Disability Services to continue to receive academic accommodations.
13. Notify the Disability Services Office when there are changes to your class schedule which include: dropping classes for the semester.

### **Acknowledgement Statement**

**By signing below, you acknowledge that you have read and will follow the stated student responsibilities.**

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**Student Name (Print)**

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**Date**

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**Student Signature**

Coastal Bend College does not discriminate on the basis of race, color religion, gender, national origin, age or disability in the recruitment and admission of students; the availability of grants and scholarships. No qualified disabled person shall, on the basis of being disabled, be subjected to discrimination in education, training, or employment. Inquiries or complaints concerning these matters should be brought to the attention of: Executive Dean of Student Services.