



Virginia State University is committed to providing an equal educational opportunity for all students who qualify in meeting the University's academic admissions requirements.

STUDENT ACCESSIBILITY OFFICE

STUDENT RIGHTS AND RESPONSIBILITIES

As a student with a disability at Virginia State University, you have the right to receive the following services:

- Reasonable and effective accommodations according to your disability through an interactive intake and supporting documentation.
- Equal access to educational and co-curricular programs, services, jobs, activities and facilities available through the university.
- To be treated with dignity and respect and to receive equal and fair treatment.
- Confidentiality in all matters of your documentation and educational record.
- Access to a grievance process either through informal or formal means.

As a student at Virginia State University:

- ***I understand*** that it is my responsibility to initiate services with the Student Accessibility Office.
- ***I understand*** that it is my responsibility to provide appropriate documentation of my disability to the Student Accessibility Office.

- ***I understand*** that it is my responsibility to request accommodations in a timely manner from the Student Accessibility Office to ensure they are provided as soon as possible.
- ***I understand*** that I may request accommodations at any point during my time as a student at Virginia State University and that accommodations are not retroactive and start when my professor receives my Accommodations Letter.
- ***I am responsible*** for working in collaboration with the Student Accessibility Office staff to determine reasonable accommodations.
- ***I am responsible*** for advocating for myself and monitoring my own progress. I will alert the Student Accessibility Office if I need assistance with accommodation related issues or concerns as soon as possible.
- ***I understand*** that it is my responsibility to request Accommodations Letters and submit my course schedule **each semester** to the Student Accessibility Office.
- ***I agree*** to notify the Student Accessibility Office if I need textbooks or other printed material in an alternate format. It is recommended that this contact occur **prior** to the start of classes **each semester**.
- ***I understand*** that it is my responsibility to contact the Student Accessibility Office if I have classroom accessibility issues that I cannot solve independently.
- ***I acknowledge*** that in order to use the Student Accessibility Office for testing accommodations, I must adhere to all testing policies and procedures.
- ***I agree*** to abide by the Virginia State University Student Code of Conduct, which includes the Student Academic Code. To access the VSU Honor Code, please visit <http://www.vsu.edu/academics/student-academic-code.php>

I have read and understand the Student Accessibility Office Student Rights and Responsibilities.

Name: (please print) _____

Signature: _____

V#: _____

Date: _____