

## **Service and Accommodation Agreement**

Educational Access Center (EAC), Bell Tower 1541  
Telephone (V/TTY) (805) 437-3331 • Fax: (805) 437-8529

This agreement is to define the responsibilities of both the student and Educational Access Center (EAC) regarding the requesting and delivering of services and accommodations.

### **Educational Access Center Responsibility**

EAC is responsible for providing services and accommodations in a manner that promotes independence, self-advocacy, and accountability for students with disabilities. EAC will provide the following services:

- Receive documentation of disability and evaluate it in order to provide appropriate accommodations
- Establish and maintain confidential documentation and accommodations file
- Receive and facilitate request for reasonable aids and accommodations
- Assist in communication with faculty members and advisors regarding classroom accommodations
- Advise student if faculty reports poor academic standing
- Provide resource and referrals to campus and community services

### **Student Responsibility**

Students with disabilities are not required to identify themselves as having a disability, nor are they required to receive assistance from Educational Access Center under federal law. If a student places a request for accommodations, the student is then required to provide documentation and verification of their disability. Students requesting accommodations are responsible for the following:

- Provide required documentation and verification of disability to the counselor of Disability Resource Programs (BT 1541).
- Arrange for and attend an intake appointment with a Counselor for Disability Resource Programs by at least the first two weeks **prior to the beginning of each semester** to request reasonable accommodations and services, or as soon as an accommodation is deemed necessary.
- Place request for alternative media prior to or within the first two weeks of each semester.
- Place request for note-taking services prior to or within the first two weeks of each semester (Note-taking will not be provided for unexcused absences).
- **Schedule appointment to take exams at the EAC office at least ONE WEEK PRIOR to the exam date and TWO WEEKS PRIOR to Final exam date, as late requests may be denied.**
- Meet all academic and conduct standards set by CSU, Channel Islands, and individual faculty members.
- Advise the counselor for Disability Resource Programs of difficulties regarding accommodations or disability related obstacles.

- Uphold academic integrity while receiving note-taking services, test proctoring or other accommodations (improprieties will be reported to the faculty member and university administrators).
- Add and drop classes through DRP On-Line Services”

### **Educational Access Center Rules**

- Computer lab:
  - Food or drinks are prohibited (with the exception of water bottles).
  - No cell phones
- Testing Rooms:
  - Primary use for testing rooms is testing. When available, testing rooms can be used during regular EAC hours by reservation only on a first come first serve basis.
  - EAC testing rooms are for individual use only. For group studying, students may reserve the EAC classroom located in Broome Library on a first come first serve basis.
  - The EAC staff will make every effort to facilitate room availability. In the event of unforeseen circumstances, we reserve the right to vacate the room as necessary.
  - The EAC is not responsible for lost or stolen items.
  - Food or drinks are prohibited (with the exception of water bottles).
- Student behavior that is not consistent with the Student Conduct Code will be reported to university administrators. Student Conduct Code is available on the campus website and in the Student Guidebook.

I \_\_\_\_\_ have read the above Service and Accommodation  
(Print Name)

Agreement, and have a full understanding of my responsibilities.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date: \_\_\_\_\_