

Student's Rights & Responsibilities

Center for Accessibility & Neurodiversity – Illinois Valley Community College

As a student receiving accommodations, I am aware that I have the following rights:

- ✓ Equal access to courses, programs, services, activities, and facilities offered through the college;
- ✓ Reasonable and appropriate accommodations and/or auxiliary aids determined on a case-by-case basis;
- ✓ Appropriate confidentiality of all information pertaining to his/her/their disability with the choice of whom to disclose any disability to, except as disclosures are required or permitted by law;
- ✓ Information in reasonably available and accessible formats;
- ✓ The right to file a grievance regarding service provisions, starting with the Coordinator of CAN.

Students with disabilities at IVCC have the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, degree and certificate programs, services, activities, and facilities;
- Identify themselves to the Center for Accessibility & Neurodiversity Coordinator at the beginning of each semester – students are strongly encouraged to make this contact within **the first two weeks of each semester**;
- Provide documentation and/or evidence verifying the disability if requested;
- Allow at least **1 week notice** to the Coordinator if an alternate format text is needed;
- Allow at least **1 month notice** of the need for interpreter services or other services needed to accommodate hearing loss;
- Initially request setting up in-person notetaker services **within 10 days** of the beginning of **each** semester;
- Follow recommendations of the Coordinator regarding the number of check-in appointments and follow-up support services per semester;
- Adhere to the Student Code of Conduct as outlined in the Student handbook regardless of disability.
- NOTE: If these procedures are not followed, there is NO guarantee that accommodations can or will be set up based on immediate need.

Student Testing Accommodation Responsibilities

Three days in advance of an exam, students with a disability who require testing accommodations are responsible for the following:

- Providing appropriate documentation of a disability and completing intake procedures;
- Discussing accommodation logistics (what's needed, when/where test is taking place) with the instructor;
- Scheduling a testing time with the Assessment Center Staff **at least 48 hours prior to the test time**;
- Reminding the instructor of the need for the test to be sent to appropriate location **at least 48 hours prior to the test time**;

- Scheduling test reader services with CAN **3 days in advance of the test date**;
- Students are responsible for contacting the instructor immediately if he/she/they is/are unable to attend the college on the original testing day. Instructor permission will need to be granted and communicated to the appropriate testing site (Assessment Center or CAN) as to extensions they are or are not willing to grant;
- Barring unforeseen circumstances, students are expected to comply with the above timelines. If a test or quiz is announced too late to meet the above-stated timelines, it is the student's responsibility to contact the appropriate testing center so that alternate arrangements can be made;
- If the above procedures are not followed, there is no guarantee that accommodations can or will be set up based on immediate need.

Date: _____, _____
Month Day Year

Student Printed Name

Student Signature

CAN Coordinator Signature