



## **STUDENT ACCOMMODATION AGREEMENT AND INFORMATION ON THE ADA ACCOMMODATION PROCESS**

Your Accommodations Agreement sets forth your approved accommodations. Once signed by you, copies of the Accommodations Agreement and related materials will be assembled in a packet for each course in which you are requesting accommodations. It is then your responsibility to hand deliver these packets to your respective instructors.

### **PROVISION OF ACCOMMODATIONS**

Delivery of the accommodations packet to your instructor serves as notice of your registration as a student with a disability and of the accommodations that have been deemed reasonable. When you deliver the accommodations packet, you should take the opportunity to discuss with your instructors how the accommodations will be provided for each course. If a disagreement or conflict arises that cannot be resolved satisfactorily between you and an instructor, you must contact the Dean of Students as soon as possible. Instructors have also been notified to contact this office in the event of questions or problems. The Dean of Students/Learning Commons Director will work with you and your instructor to resolve the issue.

### **FURTHER REQUESTS FOR ACCOMMODATION**

Your signature below and on your Accommodations Agreement does not preclude the approval of additional accommodations. However, requests for additional accommodations will require notification of need and a meeting to discuss your request with the Dean of Students. The Dean will evaluate the current documentation and the reasonableness of the accommodation requested. Further documentation may be needed if current documentation does not address the need in question. If the additional accommodation is deemed reasonable, the accommodation will be added to your Accommodations Agreement and a copy provided to you to deliver to your instructor(s). The denial of any requested accommodation by the Dean may be appealed to the Disability Compliance Officer.

### **USE OF ACCOMMODATIONS**

It is your responsibility to use your accommodations in a manner that is not disruptive to others. You may decline to use an accommodation if you determine that the accommodation is not needed for a given course. You may also defer use of an accommodation in order to determine if the accommodation is necessary or useful to you. In either case, you will assume any consequences of a decision to decline or defer accommodation use. Please inform your instructor if you opt to decline or defer use of an approved accommodation. For testing accommodations involving extended time, alternative test location or alternative format, you should discuss with your instructor how these accommodations will be utilized, particularly as regards the timing of testing. As many students use the Learning Commons Testing Room for these types of accommodations, a copy of your Accommodations Agreement will be sent to the Learning Commons to notify staff of your registration and eligibility for proctored and/or facilitated testing. If an approved accommodation is not being provided in a timely or effective manner, you must contact the Director of the Learning Commons as soon as possible to seek resolution.

**RENEWAL OF THE ACCOMMODATION MEMO**

The Accommodations Agreement will be provided to you for distribution to faculty on a semester by semester basis. It will not be provided to you for subsequent semesters on an automatic basis. To obtain accommodations for subsequent semesters, you must, prior to the start of the new semester, provide a copy of your class schedule to the Director of the Learning Commons, Christy Johnson, with a note requesting renewal or revision. You may call (207-453-5084) or email ([cjohnson2@kvcc.me.edu](mailto:cjohnson2@kvcc.me.edu)) for an appointment at any time to review your accommodations, discuss service needs, or request renewal. Following notice of your intent to renew, your accommodations packet will be assembled for you to pick up and deliver to your instructors.

**CONFIDENTIALITY**

The nature of your disability, the content of your documentation and other records on file with the Dean of Students and Director of the Learning Commons are confidential. Information will be released to appropriate third parties only as necessary to administer matters related to the College’s accommodation of your disability. You are free to disclose any information that you choose about your disability to any concerned person but you should not be compelled to divulge any information beyond what is contained or implied in the Accommodation Agreement.

**KVCC STUDENT EMAIL ACCOUNT**

It is your responsibility to regularly check your KVCC student email account as this is the primary method that will be used to contact you.

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I understand and agree that:

1. I understand the rights and obligations stated above as they have been explained to me and agree to take responsibility where indicated for managing my disability accommodations at KVCC.
2. The accommodations are reasonable and complete.
3. Provision of these services may require the Dean of Students and/or Learning Commons to disclose certain disability related information to appropriate college personnel participating in the accommodation process.
4. In order to receive these accommodations, I must present this Agreement to each of my instructors before the accommodated activity occurs.
5. I will immediately notify the Dean of Students at 207-453-5019 if I believe I am not being provided these services.
6. I may choose not to receive a particular accommodation for a particular test or other accommodated activity, and that I am responsible for the consequences of that choice.
7. This Agreement expires at the end of the semester for which it was issued and if want accommodations for any subsequent semester, I must request that these accommodations be renewed or revised.

Printed Student Name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Semester: \_\_\_\_\_

Date: \_\_\_\_\_