

Student Responsibilities

- Self-identify and request accommodations.
Students are under no obligation to disclose a disability unless an accommodation is being requested. Those who do wish to request accommodations may do so at any time during their enrollment at Parkland College. However, students who require accommodations to be in place on the first day of classes need to request them at least four weeks in advance. The ODS cannot guarantee that accommodations will be available on the first day of classes for those who do not request them at least four weeks prior to the first day of instruction.
- Create a Semester Plan for accommodations each semester.
Though disability documentation need only be presented once in most cases, students must obtain new accommodation letters each semester. Please contact the appropriate ODS staff member prior to the beginning of each semester to discuss the creation of a new Semester Plan. Accommodations are not applied retroactively.
- Monitor the effectiveness of your accommodations.
Students with disabilities are responsible for monitoring the effectiveness of their accommodations and for contacting the ODS should problems arise.
- Schedule exams in ODS with adequate notice in advance.
Students who wish to take exams in ODS with accommodations should schedule exams 48 hours in advance. See the section on Testing Accommodations on page 16.
- Give adequate notice when textbooks are desired in alternate format.
Textbooks may be provided in Braille, digital, or audio format depending on the student's needs and the availability of the textbooks. Arranging for textbooks in an alternate format is a time-consuming process; therefore, students are urged to inform the ODS about their needs at least four weeks prior to the first day of classes so that the books will be available when the semester begins.
- Students with disabilities must maintain the same academic standards required of all students as outlined in the Parkland College catalog.
- Students with disabilities must abide by the Student Conduct Code (see <http://www.parkland.edu/studentpolicy/studentconductcode.html>).