

- 
- 8 The Disability Services Advisor will serve as an advisor to students and will help arrange the appropriate accommodation(s) for each class. The Advisor also will consult with faculty to discuss the logistics of each student's accommodation and how it will be managed. Accommodations are provided on a case-by-case basis. Please note that each student's situation is different and accommodations for a particular student may vary from class to class and semester to semester, depending on the content and requirements of the course.
  - 9 Students requesting proctored exams must notify the Disability Services Advisor at least 10 days prior to the exam. Students are responsible for making arrangements with the faculty to deliver the exam to the Academic Advising and Support Center. Faculty members are asked to provide specific instructions in terms of test administration (e.g., open book, time limit with extended time, etc.).
  - 10 Entering students who would like to be accommodated for the computer competency test, or English, math or chemistry placement tests must provide the Disability Services Advisor with the appropriate documentation (see items 1, 3 and 4 of procedures) which must specify how the student is to be accommodated. The documentation must be provided at least 10 days before a scheduled exam.

### **Disability Grievance Policy**

Students who believe they have been discriminated against or treated unfairly based upon a disability may file a grievance by following procedures outlined in the current student handbook. Those procedures can be found under the heading Formal Grievance Process.

---