

Indiana University Kokomo

RESPONSIBILITIES OF DISABLED STUDENTS

Each student requesting modifications in the classroom must register in the University Division Office in order to receive services and must provide proper documentation. Students must also adhere to the following:

- Sign a Release of Information for the file.
- Schedule a needs assessment appointment with a Coordinator of Disability Services.
- Notify the University Division staff immediately of any changes in your class schedule during any semester services are received.
- Assist in identifying notetakers if applicable.
- Pick up notes in a timely manner (within 48 hours, if using notetakers), or use note writers tablets.
- Submit class schedule each semester before the first week of classes if possible. (Letters for instructors/professors will not be generated by UDIV staff.)
- Notify the University Division staff if services need to be terminated or continued after each semester.
- Provide special information, if at risk, due to a medical condition, or medication.
- Advance register for classes (when possible).
- Schedule a meeting with each class instructor/professor to discuss the approved modifications.
- Distribute letters to instructors/ professors regarding modifications approved each semester.

It is the student's responsibility to contact the University Division office regarding services each semester enrolled.

**Office of University Division
Room 120 East Building
(765) 455-9309**

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