

Student Guidelines for Academic Adjustments

Required Steps:

- Save this form
- Reopen the form where you saved it
- Complete the form
- Reply to the email and attach the completed form.

Copy and paste the statement below into the body of your email.

"I have read the attached Student Guidelines for Academic Adjustments and Copyright Agreement documents and I have been informed of my Section 504 rights. This message serves as acknowledgment of my understanding, and agreement to the guidelines, and the completed form is attached to this email"

RELEASE AUTHORIZATION

This release gives the Office of Access and Equity Services permission to discuss information regarding my disability with the following:

Parents Health and Counseling Services Offices The Office of Student Life
Academic Advisor: _____ Class professors
Only those professors that I designate each semester
ACCES-VR, or any other sponsoring agency _____ (Agency Name)
Residence Life Others that this office deems necessary. _____

The Coordinator of Access and Equity Services is responsible for:

- Working with you to determine appropriate academic adjustments.
- Facilitating reasonable academic adjustments between you and your instructors.

Your Responsibilities Include:

- Emailing your Access Plan to your instructors including academic advisor.
- Making an appointment to discuss your academic strengths and needs, and review necessary classroom academic adjustments with your professors.
- Contacting the Coordinator of Access and Equity Services if there are any difficulties regarding the implementation of your academic adjustments.
- Initiating and following all appropriate procedures and guidelines and requesting the appropriate adjustments as they are needed.
- Reading the copyright agreement below.
- Returning this form from your Delhi email address with the attached statement.

I have been informed of my Section 504 rights, understand, and agree to the guidelines listed above.

**Office of Access and Equity Services
SUNY Delhi, Resnick Academic Achievement Center
221 Bush Hall Delhi, NY 13753**

SUNY Delhi
Access and Equity Services
Copyright Agreement

AGREEMENT ON THE USE OF RECORDED, ELECTRONIC, OR OTHER ALTERNATIVELY FORMATTED COURSE MATERIALS

- I agree that I am enrolled for the semester and the particular course(s) for which I am requesting alternatively formatted instructional materials.
- I have provided the designated college official with appropriate documentation of the disability that prevents me from using standard instructional material. I understand that this documentation will be kept on file at the college.
- I understand that I must purchase instructional materials at the same cost as other students.
- I agree that I will not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. § 101 et seq.).
- I will not share alternatively formatted materials with any other party.
- I understand that any violation of this agreement may be considered a violation of the college's Student Code of Conduct and may result in penalties including suspension and expulsion. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.

Before receipt of materials, this agreement shall be read by the student and kept on file each semester in which the student requests alternatively formatted materials.

By returning this agreement, you indicate that you have read and understand the policies and procedures outlined above and agree to comply with them.