



Lake Erie College  
Office of Academic Services

## **STUDENT RESPONSIBILITIES**

Lake Erie College students requesting accommodations must fulfill the requirements as outlined in the *Active Roster Status* section of the Handbook. Students are encouraged to become familiar with the procedures.

Student responsibilities include:

- Meet with the Coordinator, Academic Services and provide documentation verifying their disability
- Provide current results of evaluation and appropriate testing for their disability. Typically, the document should not be older than three years.
- Meet with the Coordinator, Academic Services during an Orientation Conference to evaluate specific accommodation needs and request review and approval of needs through the College Disability Committee.
- Contact each instructor / professor and discuss the approved accommodations.
- Request each instructor / professor to sign and date the accommodations approved through the College Disability Committee.
- Request a meeting with the Coordinator, Academic Services to request revisions to the accommodations, as necessary.
- Attend an exit conference with the Coordinator, Academic Services prior to the close of each semester.