

Office for Students with Disabilities

Student Contract

Mission: Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office for Students with Disabilities (OSD) provides advocacy to ensure access to all college programs and facilitates the transition to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

- academic, career and personal counseling
- priority registration
- academic advisement
- support services such as tutoring and workshops; proctoring exams for students, and
- the use of the assistive technology lab

Student Responsibilities

1. It is your responsibility to provide the OSD Office with written verification of your disability and resulting educational functional limitations.
2. You are responsible for setting up and appointment for an intake with a counselor in the office in order to discuss your accommodations.
3. You are responsible for giving the OSD staff a copy of your schedule and requesting letters for your professors in order to alert them of your accommodations. You are also responsible for picking those letters up and giving them to your professors.
4. Further, you are responsible to notify the OSD staff as soon as possible, if you experience any difficulty in your classes.

If disputes arise surrounding support services or accommodations in the classroom, you should contact the OSD Office immediately.

I have read and understand the above information.

Print Name

Signature

Date