

Clemson University
Student Disability Services
864-656-6848

Things students need to know. . . .

Documentation

1. Documentation, meeting the guidelines for your specific disability, is outlined on our website (www.clemson.edu/asd/sds_docguidelines.html). Documentation must be presented to SDS staff and accepted before accommodations and services can be implemented.
2. Documentation for medical/systemic, psychological/psychiatric, and physical disabilities must be updated each year.
3. Students who do not use any accommodations for two consecutive semesters and who do not keep in touch with SDS staff must either present new documentation or a letter from the original evaluator revalidating the documentation.

General

1. Students must meet with SDS at least once per semester to discuss needed services.
2. Services begin for in-class accommodations when you meet privately with the faculty member and give them the Faculty Accommodation Letter (FAL). Other services begin when you request the specific service.
3. Accommodations and services are developed in response to individual documentation.

Faculty Accommodations Letters (FALs)

1. FALs should be written (by SDS and the student) and delivered to the faculty member (by the student in a private meeting) during the first month of classes.
2. FALs are good for only the semester in which they are written. You must get new FALs each semester or term.
3. You should meet privately with the professor to discuss your specific needs in that class and to develop and discuss strategies to meet those needs.
4. Services begin when you meet with the teacher, and are not retroactive in any way.
5. FALs will only be written until mid-term for returning students unless it is a new diagnosis or there is some other mitigating circumstance.

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☐ Testing

1. **For each test, professors must be given a one week (7day) advance notice** that you will require accommodations. At this point, you and your professor will decide if the testing will be in the Proctoring Lab or if the professor will make arrangements within the department.
2. **Using the Test Proctoring Center:**
 - You must *give your professor a test proctoring form*. It is available online at www.clemson.edu/asc/sds_proctoring.html and at the SDS office.
 - You and the faculty member will determine an exact time and date for the test.
 - The faculty member will determine the exact amount of time you will have for the test.
 - If you are more than 15 minutes late for the exam, you will have to reschedule the exam with your professor. You do have a 15 minute window but if you exceed that, the Lab will not be able to proctor the test.
 - You must bring a picture ID with you when you come to take a test.
 - Please note-if you are late for the test and are within the 15 minute window, the amount of time you are late will be deducted from the total time allowed for the test.
3. **Testing within the department:**
 - You and the professor will make **all** testing arrangements.
 - Remember you are negotiating what will work for you. If the arrangements are not workable, please speak up and negotiate something else.

☐ E-Texts

1. Requests for converting text books are met on a first-come, first-serve basis.
2. A Book Request form, with proof of purchase for each book, must be submitted before books can be scanned and converted to electronic texts or alternate format.
3. Returning students are encouraged to submit book requests prior to the start of the next semester. Remember to fill out a request form and submit proof of purchase for each book.

☐ Priority Registration

If you are eligible for priority registration, you must currently be using other services as well. Contact SDS if you have questions.

☐ Housing

If you have special housing needs, you must submit documentation **and** request special consideration for the next semester through SDS.

☐ Course Substitutions

Some students with learning disabilities may be eligible for course substitutions based on their documentation. Please discuss this possibility with us as early as possible in your college career.