Academic Success Center (ASC) Services Contract

Name: _____ **Student ID #:** _____

Agreement:

1. I understand that it is my responsibility to be proactive by requesting services from the ASC for each term in which I am enrolled at CIU.
2. I agree that my success at CIU is dependent upon my commitment to follow through with these services.
3. I acknowledge that the ASC is not responsible if I do not follow through with these accommodations.
4. It is my responsibility to communicate directly with those who will be providing my accommodations.
5. I permit my accommodations to be forwarded via email to those who are involved in providing my accommodations (including consortium members, if applicable). Any exceptions will be listed here: _____

Student Signature: _____ **Date:** _____

*Please note: accommodations are NOT retroactive.

Office Use Only:

ASC Signature: _____ **Date:** _____

- **This contract is in effect from the date signed by the ASC through** **Date:** _____

- **Accommodation plan developed by** *ASC*
- **Documentation and plan evaluated by** *ASC Resource Team*

academicsuccess@ciu.edu
803-807-5611

CIU | Columbia International University

Appendix: INFORMATION REGARDING SPECIFIC ACCOMMODATIONS

If your plan includes one or more of these accommodations, you will be responsible for these details:

- **ASC Recording Policy: For students with the accommodation of permission to record classes**

I understand that recordings of classes are for my own personal use ONLY. CIU considers recorded classes (including professor lectures, comments made by classmates, etc.) to be the intellectual property of those persons. These will not be shared without express consent.

By signing the agreement above, I agree that I will not share or transfer these recordings, in part or in their entirety, by any method. I will not give the recordings to others, upload them to file-sharing sites, post them to the web, or share them in any other way. Violation of this agreement will be considered a violation of CIU Community Standards.

- **Test Proctoring Policy: For students with testing accommodations**

I will complete one request form per class each semester prior to the administration of testing accommodations in the ASC. The Exam Proctoring Request Form can be found at my.ciu.edu.

- **For students with the accommodation of "Extra Absences"**
  - Students with this accommodation may normally be allowed up to:
    1. 3x per week class = 3 extra absences.
    2. 2x per week class = 2 extra absences.
    3. 1x per week class = 1 extra absence.
  - Absences should not exceed more than 25% of the class meetings and must be related to student's documented disability.
  - This exception does not automatically apply to chapel attendance or clinical and field experiences.

- **For students with one of these accommodations related to additional time for assignments**
  - **Extra time for assignments**
  - **Individualized assignment deadline extensions**
  - **Rescheduling of assignments/tests**
  - Students with these types of accommodations may normally be allowed up to:
    1. Minor assignments = 48 extra hours.
    2. Major assignments = 5 extra calendar days.
       a. Professors will determine the category of the assignment.
       b. Students will typically notify professors at least 48 hours in advance.
    3. Due to the time-sensitive nature of some assignments (e.g., Discussion Forums), extra time may not be permitted if it would fundamentally alter the nature of the course or assignment.
    4. The necessity for deadline extensions must be due to disability-related issues.
  - These exceptions do not automatically apply to field experiences.