



Academic Success Center (ASC) Services Contract* (2 pages)

Name: _____ Student ID #: _____

Yes, I have provided documentation to the ASC.

Comments: _____

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 here at CIU is dependent upon my commitment to follow through with these services.
3. I acknowledge that the ASC is not responsible in the case that 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 agree that my accommodations will be forwarded via email to those who are involved in providing my accommodations. Any exceptions will be listed here: _____

Student's Signature: _____

Date: _____

ASC Director's Signature: _____

Date: _____

- This contract is in effect from the date signed by the ASC through

Date: _____

*Please note: accommodations are NOT retroactive.

SPECIFIC ACCOMMODATIONS

○ **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 class lectures and comments made by my classmates to be the intellectual property of those persons. Neither should be shared without their consent.

By signing this statement above, I agree that I will not share or transfer these recordings, in part or in their entirety, by any method. This means 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**

One request form per class will need to be completed by the student each semester prior to administration of testing accommodations in the ASC. The Exam Proctoring Request Form can be found at my.ciu.edu>Academic Success Center.

- **“Extra” Accommodations:**
 - Exceptions should be communicated through the ASC.
 - These accommodations are permitted without penalty.
- **Extra Absences (disability-related):**
 - 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.
 - This exception does not apply to chapel attendance.
 - Absences may not exceed more than 25% of the class meetings.
- **Extra Time for Assignments:**
 - Students with this accommodation may normally be allowed up to:
 1. Minor assignments = 2 extra calendar days at midnight.
 2. Major assignments = 5 extra calendar days at midnight.
 - a. Professors will determine the category of the assignment.
 - b. Students will typically notify professors 48 hours in advance.
 - **Documentation evaluated by:** ASC Resource Team
 - **Accommodation Plan developed by:** ASC Director (803-807-5611)