The Disability Services of Rennes 2 University are responsible for setting up the necessary academic accommodations for disabled students and students with a health issue that impacts their ability to learn. Accommodations are approved by the President of the University for each student. Several commitments are required from the student benefiting from accommodations, which are as follows:

**Important, as soon as you’ve received the notification:**

- The student commits to notifying their teachers and the applicable departments (UEO, UED, UEC...) of their various academic accommodations (for the classes and/or exams) at the beginning of each semester.
- The student must contact the Disability Services so they can set up the procedure for note-taking help, if that is one of their accommodations.

**In-Class accommodations:**

**Help with note-taking:**

- Help with note-taking does not constitute permission for the student to skip class, it is only a complement or replacement of their own notes.
- The student commits to not sending these notes to a third party, or they will be subject to sanctions.
- At the end of each semester, the student must sign the semester’s time-sheet filled by the person hired to take notes. By signing it, the student engages their responsibility and certifies that it is accurate.
- The Disability Services participate in the search for a person that can help with note-taking, but cannot be held responsible if that search is unsuccessful.

**Other information:**

- The “assiduous status with justified absences” status does not constitute permission to skip the midterms or finals. An absence will result in a 0, that is to say a failing grade.
- The student must notify the Disability Services at once of any change in their situation (such as dropping out of university, or any other change.)

**For midterms and finals:**

**For students with the “Does not take tests on the Disability Services premises” mention on their official notification of accommodations**

**If your only accommodation is extra time**

- Show your accommodation notification to the teacher and/or test supervisor at the beginning of the test.

**If you are granted the use of a computer**

- Make sure to book a computer for:
  - **Midterms:** at least 6 days before.
  - **Finals:** At the most, 7 days after the finals schedule is published.

You must use this email address: relais-handicap-examen@univ-rennes2.fr

All requests that failed to respect the deadlines above or were sent to another email address will not be accepted.
In your email, specify:

LAST NAME / FIRST NAME / YOUR MAJOR / DATE / LENGTH OF THE TEST (beginning and end times) / ACCOMMODATIONS (computer, extra time)

Do not include the extra time in the length of the test, but make sure to put it in the accommodations box.

Come to the Disability Services to get your computer at least 30 minutes before the beginning of the test.

Show a copy of your accommodation notification to the teacher and/or test supervisor at the beginning of the test.

IMPORTANT:
- The student must present themselves at the room or amphitheater where the exam takes place at least 10 minutes (for midterms) or 20 minutes (for finals) before they begin.
- If they can’t make it to the exam, they must notify their teachers and/or their department. If the absence is unjustified, the department reserves the right to refuse further academic accommodations for the rest of the semester.

For students who have the “do not take spelling errors into account” accommodation, a copy of the accommodation notification will be made anonymous (use the gray zone) and slipped into the exam sheet. (Make sure to keep the original notification.)

For students with the “Takes tests on the Disability Services premises” mention on their accommodation notification:
- Make sure to notify us of your exam dates by:
  o Midterms: at least 6 days before.
  o Finals: At the most, 7 days after the finals schedule is published.

You must use this email address: relais-handicap-examen@univ-rennes2.fr

All requests that failed to respect the deadlines above or were sent to another email address will not be accepted.

In your email, specify:
LAST NAME / FIRST NAME / NAME OF THE SUBJECT / TEACHER / CODE OR REFERENCE OF THE TEST / DATE / LENGTH OF THE TEST (beginning and end) / ACCOMMODATIONS (secretary, computer, isolated room...)

Do not include the extra time in the length of the test, but make sure to put it in the accommodations box.

IMPORTANT:
- Present yourself at the Disability Services (P building, doors 522 / 521 / 520) at least 10 minutes (for midterms) or 20 minutes (for finals) before they begin.
- If you can't make it to the exam or the exam is canceled, you must notify the Disability Services. If the absence is unjustified, the Disability Services reserves the right to refuse further academic accommodations for the rest of the semester.