

- The student who will request an in-class and exam adaptation from the Disabled Student Unit must fill out the “Service Application Form” at the beginning of each semester related to the Academic Year in which he/she has requested. The services requested during the semester are also accepted when the relevant academic unit and course supervisor deems it appropriate. The disabled student must complete the official certification (health report) related to the disability status for the adaptations requested. The current disability report should be submitted by the student at the beginning of each semester if they need to adapt the courses they take
- For the services requested by the disabled student in the “Service Application Form”, he/she must also fill out the one related to his/her request from among the “Course Partner”, “Photo Shoot Commitment”, “Audio Recording Commitment”, “Teaching Adaptation Letter” documents.
- The documents “Service Application Form”, “Course Partner”, “Photo Shoot Commitment”, “Audio Recording Commitment” and “Teaching Adaptation Letter” filled out by the Disabled Student are reproduced in 3 copies, one of which remains in the DSU and the other in the relevant academic unit.
- The document filled out by the Disabled Student is signed by the Coordinator of the Disabled Student Unit and delivered by the student personally to the relevant academic unit no later than 3 working days after it is signed.

Otherwise, the form will be considered invalid.

- The relevant instructor in charge of the course is informed by the academic unit about the application, which is the subject of the document filled out by the Disabled Student, and her/his approval is obtained.
- One of the mutually signed forms remains with the instructor herself/himself, one remains with the student, and the other remains with the DSU.

Obligations of the Student

- *At the beginning of each semester, to contact the lecturers of the courses they have enrolled for that semester, to inform the lecturer about their needs by explaining their situation.*

- *To submit the current disability report to the unit coordinatorship if they need adaptations in the courses they take at the beginning of each semester.*

- *To follow the current forms and announcements on the web address of the coordinatorship unit.*

- *To follow the messages received to the e-mail address that s/he gave when registering in the coordinatorship unit, to share the change in the e-mail address with the DSU.*

- *To comply with the commitments specified in the forms. In case of non-compliance with the specified obligations, legal actions may be taken against them in accordance with the provisions of the legislation.*
