Assistive Listening Device Process and Responsibilities

Student Responsibilities

• Verify disability with the DRC
  o Complete Student Application for Services
  o Provide medical documentation from your physician
• Meet with your Access Specialist, who will explain and authorize use of appropriate Assistive Listening Device
• Complete an Equipment Request Form (available from your Access Specialist) each quarter that listening device is used
• Notify and meet with instructors ahead of time to demonstrate proper use of equipment
• Report any problems with equipment or process immediately
• Return equipment to DRC office at end of each quarter

DRC Responsibilities

• Determine eligibility for Assistive Listening Device based on an impairment-related functional limitation
• Explain and assist students in Assistive Listening Device process and responsibilities
• Work with students to resolve any problems with Assistive Listening Device
• Answer any questions and/or concerns of instructors regarding use of Assistive Listening Device
• Regularly evaluate services for provision of Assistive Listening Device

More specific information can be found on the web at
HTTP://WWW.DRC.CALPOLY.EDU/CONTENT/SERVICES/ASSISTIVE_LISTENING
DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO ANSWER ANY ADDITIONAL QUESTIONS