The University of Georgia
Disability Resource Center
Academic Assistant Assignment Form and Guidelines

Assistant’s Name: ________________________________________________________________

Student’s Name: _________________________________________________________________

Course: ____________________________ Instructor:____________________________________

Location: _______________________________ Hours per Week:__________________________

Meeting Location: ________________________________________________________________

Misc. Information: ________________________________________________________________

________________________________________________________________________________

Guidelines:
Academic Assistants are an accommodation under Section 504 of the Rehab Act of 1973 and the
Americans with Disabilities Act. As a University provided accommodation, you are only to provide
assistance with activities of an academic nature rather than a personal nature. When you are assigned to
a particular student, the nature of the assignment will be discussed. Once the assignment has begun (if
you have questions about any of the activities that you are being asked to do) please discuss the requests
with your supervisor at the Disability Resource Center (DRC) before taking any action on your own.

Some general examples of appropriate assistance:
• Reading class materials to the student
• Acting as a scribe for the student on tests and/or notes (writing for the student)
• Manipulating laboratory equipment/supplies
• Assisting in communication between the student and other students or the instructor
• Retrieving library materials from shelves

Some examples of inappropriate assistance:
• “Tutoring” the student
• Helping with quiz/homework answers
• Retrieving snacks or drinks
• Walking service animals
• Typing, editing, or proofreading assignments

These are just examples. You are trusted to use your judgment in these situations. When the question of
appropriateness is unclear, please consult with your supervisor at the DRC. Your specific duties will be
determined after meeting with the student’s assigned disability coordinator at the DRC. Please note that
any academic assistant duties must take place at a mutually agreed upon location on the UGA campus.

I have read and understand the above explanation of appropriate assistance.

________________________________       _______________________________     ______________
NAME (printed)                          SIGNATURE                          DATE