

DISABILITY SUPPORT SERVICES

REASONABLE ACCOMMODATIONS FOR A STUDENT WITH A DISABILITY

_____ who has enrolled in your _____ course for the Fall/ Spring/ Summer _____ semester, has a documented disability which, pursuant to federal law, requires the University to provide reasonable accommodations for the disability. **The student is eligible *only* for the accommodations initialed and stamped by the DSS Office on the form.** However, the student may choose not to use some of the accommodations for which he/she is eligible. Please note that the student is responsible for discussing with you the arrangements of the accommodations. Finally, because these forms contain confidential information, please handle them in a secure manner.

ALTERNATE TESTING ACCOMMODATIONS REQUIRED – The Disability Support Services Office can proctor exams for students with more than 50% extended time or those that need to utilize computers or assistive technology programs during exams. We ask faculty members to proctor exams for students with 50% extended time. The student has been instructed to contact you directly to arrange the logistics of each exam. If the exam will be proctored by the DSS Office, the student needs to have you fill out a *Request for Proctoring Service* form. This form needs to be returned by the student to the DSS Office no later than seven days prior to the exam and fourteen days prior to finals.

_____ Extended time on exams/quizzes/labs (time and a half (50%) / double time (100%) / other _____).

_____ Exams administered and/or completed orally (tape recording is frequently acceptable).

OTHER ACCOMMODATIONS REQUIRED

_____ Priority seating.

_____ Permission to tape record lectures.

_____ Note taking services (DSS will email the class roster with information regarding this process).

_____ Special consideration for spelling and/or grammar errors on in-class assignments and exams provided the assignments and exams have not been designed to measure these skills.

_____ Use of a computer/calculator during exams and in-class assignments provided the exams and assignments are not designed to test the student’s ability to perform functions that the computer/calculator performs.

_____ Special consideration for multiple absences/tardies. The student is responsible for informing the professor of an absence before class and contacting the professor before the next class to make-up any missed work.

_____ Other. _____

 Student’s Name

 Student’s Signature

 Date

 Instructor’s Name

 Instructor’s Signature

 Date

If you have any questions, or feel the above accommodations will compromise essential components of the course, please contact the DSS Office at (310) 338-4216. Thank you for your cooperation and assistance. After signing, faculty members should keep the yellow copy and the student should return the white copy to the DSS Office.

Note: THERE NEEDS TO BE A STAMP IN FRONT OF EACH ACCOMMODATION GIVEN. THE ACCOMMODATION IS NOT VALID WITHOUT THIS STAMP.