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Office for Disability Services,
Mission Statement

MANDATES

“No otherwise qualified individual with a disability in the United States... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.” (Section 504 of the Rehabilitation Act of 1973)

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by such entity” (Title II of The American with Disabilities Act)

MISSION

The mission of the Office for Disability Services is to provide and coordinate support services and programs that enable students with disabilities to maximize their educational potential. This office also serves as a resource to all members in providing education for both disabled students and the University community concerning ADA and Section 504 of the Rehabilitation Act, so that all students with disabilities can freely and actively participate in all facets of University life.

VALUES

Mutual Respect: Offer a welcoming environment that treats all people as individuals in a courteous, friendly, fair, helpful and respectful manner.

Customer Satisfaction: Strive to meet the needs of students with disabilities by providing an environment which values the person we serve.

Awareness: Work to identify and remove attitudinal barriers which prevent individuals with disabilities from being full and equal participants in all facets of the University experience.

Retention: Assist the University’s retention of students with disabilities.

Student Advocacy: Empower students to become full partners in their college experience.

Networking: Working to develop a community that supports optimal educational, recreational, social and career opportunities for students with disabilities by building and sustaining alliances with other units on and off campus.
The Office for Disability Services views all materials pertaining to a student’s disability as confidential. This policy is based upon government mandates regarding the confidential treatment of disability related information. Any written material obtained by Disability Services is used to verify the disability, plan for appropriate services, and document services and contacts with this office. The following are the guidelines used by the Office for Disability Services regarding disability related information:

- All disability related information for students at Central State University is housed in one location which is the Office for Disability Services.
- All disability related information is kept in separated files for each student and housed in secure file cabinets.
- Only staff persons working at Disability Service have access to these files.
- Disability information may be released only when a student has signed a “Release of Information” form giving written permission. (See Appendix)
- The Family Educational Right and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, and the Americans with Disabilities Act (ADA), do not allow faculty access to related information. According to the Association on Higher Education Access and Disabilities (AHEAD), “Disability related records provided by a physician, psychiatrist, psychologist, or other recognized professional are not subject to free access under FERPA.” In addition, according to AHEAD, “it is only necessary to share with the faculty the information that a student has a documented disability and need for accommodation(s). “Faculty has no need to know the nature of the disability, “only that it has been appropriately verified by the individual (office) assigned this responsibility on behalf of the institution.”
- A student may request to review the contents of his/her file.
- A student may request a copy of the documentation of his/her disability; however, CSU will not forward documentation which originated with another institution or professional.
Responsibilities for Educational Access

Student Rights and Responsibilities

As a student with a disability you have, by law, certain rights as summarized below:

- Reasonable accommodations according to your disability.
- Equal access to an education.
- Confidentiality

In order to receive services from the CSU Office Disability Services (ODS), it is your responsibility to:

- Disclose pertinent information to ODS.
- Provide ODS with appropriate documentation of your disability.
- With in the first two weeks of class, meet privately with faculty to discuss test or class accommodations at the beginning of each semester.
- Request exam accommodations at least five (5) days before exam or quiz.
- Schedule times and spaces for exams at ODS, five days before the day of the exam or tests.
- Be your own advocate.

ODS Rights and Responsibilities

It is the right of ODS to:

- Request appropriate documentation of a disability to be eligible for services.
- Ask students to meet with designated University personnel.
- Deny request accommodations if it is deemed unreasonable or fundamentally alters a class or program.

- Develop a service contract for student’s agreement.

It is the responsibility of ODS to:

- To thoroughly explain the disabilities program policy and procedures to each student.
- Provide reasonable and appropriate accommodations and services.
- Act as mediator or advocate for students when appropriate.
- Monitor student and faculty in developing reasonable accommodations.
- Report any student caught cheating or suspected of academic misconduct to his/her faculty. This also includes noncompliance with exam proctoring policy.
- Suspend service for students that committees a second service contract violation.
- Maintain student confidentiality.
- Provide access to available equipment.
- Teach advocacy skills to students.

**Faculty Rights and Responsibilities**

The faculty has the right to:

- Ask for verification of the disability from ODS.
- Consult with appropriate University personnel to assist in providing reasonable and appropriate accommodations.
- Expect students with disabilities to meet the same academic standards as their peers.
- Expect that ODS will use test security measures to protect the integrity of exams.
- Expect student to request accommodations in a timely manner; within three weeks of the beginning of each semester.

It is the responsibility of the faculty to:

- Meet with students confidentially to discuss disability-related needs.
- Provide reasonable classroom materials in alternative formats when requested. This may require consultation and/or coordination with ODS staff.
- Work collaboratively with ODS staff in providing appropriate and timely academic accommodations for their courses.
- Keep confidential those students in class who have a disability.
- Provide accessible times and locations that the student with a disability can meet to discuss academic needs, accommodations, etc.

**Initiating Services and Accommodations**

To initiate services and accommodations to which you are entitled, follow the process outlined below:

- **Meeting with Appointed ODS University Personnel:** Meet with ODS personnel who will work with you on how to access and use accommodations such as extra time on tests, readers, scribe, etc. During this meeting, you will be asked to sign a release form so that the ODS can address any academic concerns or questions faculty and staff may have pertaining to your needs as appropriate. This initial meeting is a very important one because without it you will not be eligible for accommodations.

- **Follow-up Meetings:** Determine, with ODS personnel, your need for additional follow up meetings. In these meetings, you can discuss issues such as advocacy, scheduling, organizational skills, tutoring, note taking, lab assistance, readers, etc. Follow-up meetings can be scheduled or can occur during walk-in-hours.

- **Problems:** Meet with ODS personnel immediately if you are having difficulty in a class, with an accommodation, academic or other personal problems.
Verification to Instructors

At your request, ODS shall provide a letter which confirms your eligibility for specific accommodations (please see the sample letter in Appendix A). To request a letter of verification, pick up and complete a “letter Request Form” in ODS (see a sample in Appendix A). ODS will prepare the letter to your instructor base on the information and documentation you provide.

Services and Accommodations

(Please note that some of the services require off-campus coordination and this may require advance notification.)

Central State University in conjunction with ODS offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of the disability and academic need. These include, but are not limited to:

Services:
- accessibility map
- scheduling assistance
- faculty consultation
- orientation to using services provided by ODS
- support group
- TDD (Telecommunication Device for the Deaf) communication
- tutoring referrals to University academic programs
- liaison with Bureau of Vocational Rehabilitation
- tape recorders

Accessibility Map

An accessibility map for the University is on display at the ODS. This map has a listing of the accessibility features of the campus buildings. The map identifies accessible entrances; accessible routes of travel curb and located throughout campus.
Support/Activity Groups

ODS support/activity groups are informal and student-oriented allowing students to meet each other in the hope of providing support to one another. Groups usually meet several times during the autumn, winter and spring quarters. Please contact the ODS for information on initiating a group, times of existing groups or group topics.

Tutoring

There are various programs on campus which offer tutorial support (please see the Center for Academic Student Success, Student Support Services, or select academic department advisor). If you are in need of a tutor, contact ODS which will refer and connect you with an appropriate program.

Accommodations:
- alternative media
- disability parking authorization
- lab assistance coordination
- library assistance coordination
- note taking assistance
- priority scheduling of classes
- testing accommodations

Alternative Media Services

For those eligible students, ODS offers a variety of alternative media services such as scanners, taped text, and enlargements. Issues to be addressed are how and when to initiate requests, your responsibility in the process, and how to get the most out of your materials. Every attempt is made to provide materials to students in timely manner.

Disability Parking

Any student with a permanent mobility or medical impairment may be eligible for disability parking permit. These permits allow students to park in disability parking spaces throughout campus. A disability permit is provided at no extra charge for cars registered with the University’s Police Department.

To obtain a permit for disability parking, follow the procedure below:

1. Have a physician complete the “Central State University disability Parking Request” form (please see Appendix A). These forms are available from ODS. If you have a “State of Ohio Disability Parking Permit’ you do not need to complete the request form.

2. Bring the complete Central State University Disability Parking Request form
Photocopies of your Stated of Ohio Disability Parking Permit and Vehicle(s) registration to the CSU Police Department located in Simpson Hall, telephone 937-376-6368.

Lab Assistants

Students whose disability limits their participation in course labs may be eligible for lab assistants. Typically, students with upper body limitations and visual impairments/blindness qualify for lab assistants. Students needing lab assistance should follow the following procedures:

1. Contact the instructor of an upcoming lab as soon as you schedule classes in order to discuss your need for a lab assistant. The instructor may be able to arrange an assistant. If not, proceed to steps below.

2. Contact the ODS office immediately to request an assistant. Do not wait until a course has begun because three may be a delay in locating an assistant. Bring the following information concerning your class:
   a. course title
   b. course number
   c. course location
   d. meeting days and times
   e. instructor’s name
   f. instructor’s campus telephone number

3. Complete a “Reader/Note-taker/Lab Assistant Authorization” form from the ODS office once an assistant is identified. (See Appendix A)

4. Contact your assistant immediately if you cannot attend a lab session. If you fail to show up twice for a lab and do not inform the assistant ahead of time, the assistant is authorized to discontinue assistance. To reinstate services, you must meet with the ODS Office.

5. If the Lab Assistance reports late or is not available for your scheduled lab session, contact your instructor and the ODS immediately.

REMINdERS: Lab assistance will act only as your hands or eyes. All information about actual lab processes and procedures is your responsibility. Therefore, lab assistance will:

Note-Takers

The ODS staff will contact instructors to inform them that a note-taker is needed for that particular class and will request that the instructor make an announcement, in class, that there is a need for a volunteer note-taker. The volunteer is to contact the instructor. The instructor will then contact you with the name of the volunteer. The instructor SHALL NOT announce your name or identify you in class.
1. Once a note-taker is found, you and the note-taker create a plan for getting copies of the class notes. Some suggestions follow:
   A. give the note-taker carbonless copy pads.
   B. photocopied notes.

**REMINDERS:** Note-takers are not to serve as a substitute for your attendance in class. If a student had three consecutive absences and/or has irregular attendance, note taking services will be discontinued until the student has met his/her ODS advisor.

**Priority Scheduling**

Students who are eligible for accommodations and services through ODS may receive priority scheduling. This service allows you to receive “priority” when you register for your classes. When scheduling your courses, please consider following guidelines:

- Schedule as soon as possible or you may not get the classes you want. Meet with your academic advisor for any changes in your schedule.

- Use your priority status to your advantage! Consider your disability-related needs and issues when scheduling:
  - time of day
  - class meets daily
  - back-to-back
  - course load

  These issues are very important if you have:
  - attention/concentration issues
  - medical needs
  - dietary needs
  - mobility issues

**Testing Accommodations**

Test accommodation may include:

- distraction reduced environments
- a computer or adaptive equipment
- reader or scribe
- extended time
- alternate formats (taped or enlarged exams)

To make exam accommodations:
• meet with your instructor(s) at the beginning of each semester to discuss your disability and exam accommodation arrangements. Your instructor(s) may choose to provide you with the appropriate exam accommodation(s) in the classroom or at another site under his/her supervision.

Please keep in mind the following when using **Readers and/or Scribes** on exams:

**Readers**

• can be asked to repeat information, so do not hesitate to ask.
• will only read what is on the printed page. They cannot be asked to explain or reword statements.
• need information from you to be effective. Let your reader know the reading rate, tone, etc. which works best for you.

**Scribes**

• will write down verbatim what you have dictated. At anytime, you will have the opportunity to review what the scribe has written either by reading or having it read to you. If there are corrections, you will direct the scribe to make them.
• will be responsible for spelling. You should direct the scribe for any specific spelling or punctuation within sentences.
• is not responsible for organizing nor paraphrasing your thoughts into final form.

**Exam Proctoring Policy**

ODS has a responsibility to proctor exams in a secure manner per faculty members’ instructions. In light of this:

• Faculty instructions on the Exam Proctoring Checklist will be reviewed with the student before she/he begins the exam.

• Student is responsible for following these instructions at all times.

• Student may take in only necessary items when testing. All other items are not allowed, e.g., cellular phones and bags.

• If student is unclear about exam instructions or conditions, the student is to stop the exam and seek assistance from one of the ODS staff members.

• Any suspected evidence of cheating will be documented and reported immediately to the appropriate faculty members. **As a result the student may be charged with academic misconduct.**
POLICY FOR EXAM NO SHOW, LATENESS, OR ILLNESS

The office for Disability Services (ODS) administers exams according to prearranged instructions from the instructor and the student, as listed on the Disability Services Exam Proctoring Checklist. The instructor, the student and ODS have agreed to a specific date(s) and time(s) for each exam to be administered. Therefore, the office has a Policy for No Show, Lateness, or Illness for accommodating exams. It is not the intention of Disability Services to be punitive. These policies exist so that exam administrators can more effectively schedule exams.

If a student fails to show or is late for an exam that is scheduled at ODS, the following policies will be enacted:

- **No Shows** (quizzes/midterms) **all other exam in that course will be canceled.**

  - Exam, if already received in ODS, will be immediately returned to the student’s instructor.

  - A letter will be sent to the student’s instructor advising him/her that the student failed to take the exam at scheduled time and that all other exam scheduled at ODS for that course for that student will be canceled.

  - **It is then the student’s responsibility to contact his/her instructor to seek written permission to reschedule the exams for that course.**

- **No Show** (final)-exam accommodations in ODS will be put on hold until the student meet with his/her counselor. Only the counselor can reinstate the student’s testing accommodations.

- **Late** for the scheduled exam time, ODS must have written or verbal permission from the instructor to administer the full amount of time. Otherwise, only the remaining time will be given.
Central State University and the Office Disability Services (ODS) support students in their right to file a grievance in situations involving discrimination; discriminatory harassment; the denial of appropriate accommodations; auxiliary aids and modifications; the denial of classroom materials in accessible format; and other violation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Any grievance procedures which apply to students who do not have disabilities, also apply to students with disabilities. The grievance procedures listed below are additional procedures that apply to students with disabilities who feel their rights have been violated under 504 and ADA.

There are two types of grievance procedures listed below. One procedure is for filing a grievance against their University, faculty and/or staff, academic department or University non-academic department, program or organization. The other procedure is for individuals who want to file a grievance complaint against ODS and /or a particular ODS staff person.

It is the intent of the University and the Office for Disability Services to resolve all discriminatory conflicts of students with disabilities who believe their rights have been violated under 504 and ADA. In this effort, ODS and its staff will work cooperatively with students, staff, faculty, the administration, and any conflict resolution entities to resolve issues and promote the legally mandated rights of students with disabilities.

**Resolving Conflicts with the University, Faculty and/or Staff, Academic Department or University Non-academic Department, Program or-Organization**

1. Discuss the issues with Dean of Students. In most instances, the issues will be resolved. The student, after, consulting with the Dean of Student, will discuss issues with the faculty member, department, or program as is appropriate. The Dean may choose to call the faculty member and/or head of the department in an effort to resolve issues. In some instances, a meeting is convened to resolve issues.

2. If the Dean of Students and staff are unable to resolve the issues, the Dean and student should contact the appropriate Vice President whose decision shall be final.
Resolving conflicts with ODS and/or an ODS Staff Member

1. When a student has a complaint against ODS and/or one of its staff members, the complaint should first, in most cases, be discussed with the individual’s ODS advisor. Resolution of the issue may be reached at this level.

2. If the complaint is not resolved or for a specific reason cannot be discussed with the advisor the students should meet with the Dean of Students to discuss the issues and explore resolution.
APPENIX A
Sample Forms

Office of Disability Services
Release of Information

Name ________________________ Birth Date ________________________
Address ________________________ Social Security Number _________________
________________________________ Phone Number ________________________

I permit the Office of Disability Services to release information about myself to (name/ agency and address)

_____ Faculty/ Staff as appropriate
_____ Registrar’s Office
_____ other _______________________

The information to be released is about my:

_____ Academic accommodations
_____ Scheduling classroom needs
_____ Physical condition
_____ Psychiatric condition
_____ Diagnostic test/ reports
_____ Disability related health and safety issues
_____ Social security number and name for priority registration

The purpose of this release is to:

_____ Aid in the implementation of accommodations
_____ Communicate diagnostic evaluation result
_____ Provide necessary information to Registrar’s office for priority registration

You may cancel your permission at any time by informing the Office of Disability Services in writing. Otherwise, it will expire one year after the completion of services with the office of Disability Services.

Signed ___________________________________________________ Date __________
21 October 2006

Professor Makum Workhard
Professor of Psychology
Central State University
Wilberforce, Ohio 45384

Re: Student: Ms. Jane Doe
SS# 123-45-6789
Course# HIS 1234-01

Dear Professor Workhard:

The above named student is known to The Office of Disability Services as student with a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. As a result, she/he is entitled to the following accommodations.

- Tape Recording of Lectures and Class Discussions
- Extended Exam/Quiz Time-Time-and-a-half
- Priority Seating (Front Row Arrangement)
- Exam/Quiz in Quiet Area
- Proctor for Examinations
- Note Takes
- Use of Video Equipment

Ms. Doe is required to meet with you to discuss these accommodations and how they can best be achieved in your class.

If you have questions regarding the particular needs of Ms. Doe, please contact me at Ex-6649.

Sincerely,

________________________: Director
Office of Disability Services
OFFICE OF DISABILITY SERVICES  
Accommodation Letter Request Form

Name: ________________________________  Date: ____________________

SS# ________________________________  Phone # ____________________

Instructions: Please fill in the full name, including title, course name and number. Indicate when the letters are needed.

To: 1. (Professor’s Name and Title) __________________________________________
    (Course Name & Number) ________________________________________________

2. (Professor’s Name and Title) __________________________________________
    (Course Name & Number) ________________________________________________

3. (Professor’s Name and Title) __________________________________________
    (Course Name & Number) ________________________________________________

4. (Professor’s Name and Title) __________________________________________
    (Course Name & Number) ________________________________________________

5. (Professor’s Name and Title) __________________________________________
    (Course Name & Number) ________________________________________________

________________________
TO BE COMPLETED BY ODS STAFF

Staff Initials _____  Disability________________________

Services the student is entitled to receive (Check all that apply):

Time & Half – All Exams _____  Reader_____  Test-Proctor_____  Scribe_____  
Double Time – All Exams_____  Distraction Reduced Environment_____  
Computer_____  Taped Exam_____  

Other ________________________________________________________________

Letter Typed By ________________________________  Date __________
The Office of Disability Services Authorizes University disability Parking for student with a permanent or temporary disability limits or impairs the ability to walk in accordance with the Ohio Revised Code Section 4503.33. University disability parking allows parking closer to classroom or work activities. To be considered for authorization, disability Services requires signature certification from the diagnosing physician or chiropractor of the disability

CERTIFICATION OF APPLICANTS DISABILITY
(to be completed by personal physician or chiropractor)

_____ Cannot walk two hundred feet without stopping to rest

_____ Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive devise

_____ Is restricted by a lung disease to such an extent that the person’s forced (respiratory) volume for one second, when measured by spirometry, is less than one liter, or the the arterial oxygen tension is less than sixty millimeters of mercury on room air at rest

_____ Uses portable oxygen

_____ Has a cardiac condition to the extent that the person’s functional limitations are classified in severity as Class III or Class IV according to the standards set by the the American Heart Association

_____ Is severely limited in the ability to walk due to an arthritics, neurological, or Orthopedic condition

I certify that the below name individual’s disability meets the above marked criteria.

Name (please print) _____________________________________________________

The disability is: _____ Permanent _____ Temporary –Expected duration _____

Physician/Chiropractor’s Name (please print) ____________________________

________________________ (Signature of Physician/ Chiropractor)

Office Phone (     ) ___________________License Number________________ State _____

Address______________________________________________________________

______________________________________  ______________________________________

            (City)                          (State)                          (Zip Code)
GUIDELINES FOR TAKING EXAM AT THE OFFICE OF DISABILITY SERVICES

As a service to students with documented disability who have special testing needs and to their professors, the Office of Disability Service (ODS) is available to proctor test, quizzes, and exams. This service allows accommodations to a student needing a less distractive testing environment and/or to a student who needs extra time for tests but whose professor is not able to stay after class to proctor the exam.

1. Any student who needs an alternate testing environment for exams, test or quizzes should inform his/her professor of this need, as early in the semester as possible: the professor should know of this need before the ODS calls to confirm arrangements for proctoring tests.

2. The ODS requires at least ONE WEEK PRIOR notice in order to schedule and arrange the proctoring of an exam.

3. Unless otherwise indicated by the professor, no text books or notes are allowed in the testing area after the exam has been given to the student. The ODS will assume all test are closed book and closed notes unless specifically notified by their professor. Be advised that taking unauthorized books or notes into the exam site will be considered a violation of the University’s honor code.

4. For a student with documented disabilities who requires longer to complete exams, the standard increase in the amount of time allowed to complete the test is 50% (example: for a test scheduled for 50 minutes, students given extra time will receive 75 minutes to complete the exam). For a student to receive greater than a 50% time increase, his/her documentation must support this need and give guidance about the amount of extra time that should be given.

5. The exam must be taken prior to, or at the conclusion of the regular testing time. The professor must approve any other arrangements.

6. If the student and professor have made prior arrangements for a different test time, the instructor must inform ODS of the new arrangements at least (5) days before the new test date.

7. No student may leave the test site once their test had begun. Leaving a test site without approval will be considered a violation of the University’s honor code.

8. Completed tests are given to the proctor. The proctor will return the test to the professor.

I have read and agree to abide by the above guidelines.

Student’s Signature_____________________________ Date ____________

Print Name_____________________________________________
Proctoring / Exam Request

This form is to accompany the exam and must be delivered by the instructor to the office of Disability Services in the Student Health Center

Student’s Name _________________________________ Course Number __________

Instructor _________________________________ Phone Extension __________

Exam Date _________________________________ Scheduled Class Time _________

Open Book? _____ Yes _____No Notes Permitted? _____ Yes ____No

Calculator Permitted? ____ Yes ___ NO

Time Permitted to take Exam _________________

Does the time stated above include extra time, if required to meet accommodation guidelines? ______ Yes _____ No

Are there any other instructions ODS should be aware of? _____ No _____Yes
(Please explain)________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Accommodations Permitted and Arrange by Office of Disability Services:

_____ Reader _____Writer _____ Word Processor _____ Extra Time

_____ Enlarged Print _____________ Other (Specify)

________________________________________________________________

Instructor Signature _________________________________ Date _______________