



Accommodations Request

Student \_\_\_\_\_ Date \_\_\_\_\_

Course Name & No. \_\_\_\_\_ Instructor \_\_\_\_\_

This student has provided the university with required documentation of a disability. Based on that documentation the following accommodation(s) is/are appropriate.

Classroom Accommodations:

- \_\_\_ Tape recording of lectures \_\_\_ Scribe \_\_\_ Reader \_\_\_ Preferential Seating \_\_\_ Enlarged Copies
\_\_\_ Note-taker (Please request a volunteer note-taker, self duplicating paper will be provided by the student)
\_\_\_ Sign Language Interpreter \_\_\_ Closed Caption Videos
\_\_\_ Other \_\_\_\_\_

Exam Accommodations:

- \_\_\_ Additional time (Time and a half is standard for exams unless otherwise indicated)
\_\_\_ Distraction free environment
\_\_\_ No penalties for spelling on impromptu writing and essay questions (If accuracy of terms is critical, please meet with the student following the exam to clarify any questions.)
\_\_\_ Scribe \_\_\_ Reader \_\_\_ Calculator \_\_\_ Computer \_\_\_ Oral or Tape Recorded (For Essays)
\_\_\_ Text to voice \_\_\_ Enlarged copies \_\_\_ Other \_\_\_\_\_

Exam Administration Preference: (Instructor Preference or Disability Services Recommendation)

- \_\_\_ Exam administered in Instructor's area (Please mark here if you are able to provide the test accommodations)
\_\_\_ Proctored exam (If you would like Disability Services to administer and/or monitor the exams, please mark here and inform the student. It is the student's responsibility to notify the DS office at least 5 school days prior to exam so we can arrange administration with you - weekends are not included in the 5 day notice. Disability Services will then contact you prior to exams for arrangements.)

Notes: \_\_\_\_\_

Jim Joque, Disability Services Coordinator or Andy Held, Disability Services Advisor
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The above named student and I have discussed these accommodations.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

If you have questions or concerns, please contact the Office of Disability Services at 715-346-3365
TTY/TDD: 715-346-3362 or email jjoque@uwsp.edu or aheld@uwsp.edu

Instructors - please retain the white copy for your files.