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**UNIVERSITY OF THE PACIFIC**  
**OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES**  
**Educational Resource Center**

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Bannister Hall ♦ Room 101

Phone/TTY: 209-946-2879 ♦ Fax: 209-946-2278

**REQUEST FOR ACCOMMODATIONS FORM – Semester \_\_\_\_\_**

Today's Date \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student Name \_\_\_\_\_ Local Phone # \_\_\_\_\_

Campus/Local Address \_\_\_\_\_

*Optional:* Cell Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

After proper completion of this form, those professors indicated below will receive accommodations requests letters within approximately 5 days. **Please note:** If you have not registered with the Office of Services for Students with Disabilities (SSD), letters outlining your need for accommodations cannot be forwarded to instructors. Please call 946-2879 or come to Bannister Hall - Room 101 for information about how to qualify for services.

Professor

Course Name (Prefix and Number: e.g. SPAN 100)


**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM.**

**TO RECEIVE ACCOMMODATIONS**, you must notify your professor. At the beginning of the semester, arrange to meet with your professor during his/her office hours so that you can both review and sign the accommodations request letter from SSD. **Please note:** A new form must be submitted to the SSD Coordinator each semester with updated course and instructor information.

**RELEASE OF ADDITIONAL INFORMATION**

Should my professor request additional information (please indicate your preference by signing below):

\_\_\_\_\_ **I approve** of the release of additional information regarding my disability, including the diagnosis as well as details related to functional limitations caused by the disability.  
\_\_\_\_\_ **I do not approve** of the release of additional information regarding my disability with which I have been diagnosed.

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**SSD OFFICE USE ONLY**

Received: \_\_\_\_\_

Sent: \_\_\_\_\_

Please place a check next to only those accommodations that have been recommended by the certifying professional who provided the documentation that is currently on file with SSD. Your documentation may not support some of the accommodations that you have indicated and may be denied by the Coordinator. Please see the Coordinator if your documentation requires updating to better reflect your needs.

**Alternative Testing:**

- Allow extended time for tests\*
  - Arrange for an environment with minimal distractions for testing
  - Test answers written directly on the examination rather than using a Scantron answer sheet
  - Oral administration of the test or providing an audio-taped version of the examination
  - Allow use of word processor or computer for short answer and/or essay questions
  - Please explain other alternative examination format requests: \_\_\_\_\_
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**Assistance with note taking:**

- Permission to tape-record lectures
- Assistance in arranging peer note-taking (i.e. locating a student in class willing to share copies of notes)
- Provide copies of the professor's notes or lecture outlines, if appropriate and available
- Read aloud all material presented by chalkboard, overhead projector or PowerPoint presentation, and provide printed or electronic copies, if available
- Provide as much instruction as possible in both written and oral modalities

**Other academic adjustments:**

- Students who need required books/class materials in alternative formats should do the following:  
For Books-on Tape/E-text, please obtain the textbook information as early as possible - check with the campus bookstore or the academic department for these details. (If a book is not on file with **Recordings for the Blind and Dyslexic (RFBID: [www.rfbd.org](http://www.rfbd.org)) or Bookshare ([www.bookshare.org](http://www.bookshare.org))**, SSD will work with qualifying students to arrange for alternative formatting of their required reading assignments. Please provide SSD with the book's title, edition, ISBN and the Publisher's name **6 to 8 weeks prior to the start of the semester.**)
- Allow additional time for completion of complex assignments and projects\*
- Allow student to practice on an old test with a comparable format, if available

**\*Please note: Unlimited time is not a reasonable accommodation. Time and one half is generally considered the standard for extended time unless extenuating circumstances justify double time.**

*Other accommodations or comments:* \_\_\_\_\_

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The accommodations outlined above are representative of those commonly used in higher education settings in order to assist students with disabilities and to comply with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.