

ACCOMMODATION REQUEST FORM

Dear Student,

This form must be filled out accurately and completely to be turned in to the Office of Disability Services at Brescia University (in person to Dwight Ottman in 411 Science for on-campus students, electronically to Jennifer.cox@brescia.edu for online students). Proper documentation must be submitted to ensure timely processing of your request. Upon approval of accommodations, you will be provided an accommodation request letter to give to each of your instructors. It is your responsibility to give your accommodation letter to your instructors and discuss with them your individual academic needs. Each semester you will need to request a new letter from the Office of Disability Services either verbally or by email. Once the Office has your original request and documentation, that information will not need to be re-submitted each semester.

Student Name (please print) : _____ Request Date : _____

REQUESTED	APPROVED	ACCOMMODATION
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_____	_____	Assistance in acquiring downloadable books
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_____	_____	Auxiliary Device usage
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_____	_____	Calculator usage
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_____	_____	Classroom with reduced distractions
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_____	_____	Excused absences due to pregnancy-related illness (doctor's note req.)
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_____	_____	Exemption from reading out loud in class
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_____	_____	Exemption from speaking out loud in front of a group
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_____	_____	Extended time for testing
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_____	_____	Preferential Seating
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_____	_____	Quiet place for testing
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_____	_____	Tape recording of lectures
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_____	_____	Other
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Signature : _____ Approval Signature : _____

Date : _____ Date : _____

Contact Telephone No : _____

The two Coordinators can be reached by email at Dwight.Ottman@Brescia.edu or by telephone at (270) 686-4281, or at Jennifer.Cox@brescia.edu or by telephone (270) 686-2102, or at the address noted below.

Brescia University
Office of Disability Services
717 Frederica Street
Room 411S (Ottman) or Student Services Center Lower Level (Cox)
Owensboro, KY 43201