

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

Signature : \_\_\_\_\_

Approval Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Contact Telephone No : \_\_\_\_\_

The two Coordinators can be reached by email at [Dwight.Ottman@Brescia.edu](mailto:Dwight.Ottman@Brescia.edu) or by telephone at (270) 686-4281, or at [Jennifer.Cox@brescia.edu](mailto: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