Wayne State College
Disability Services Program
Counseling Center, Student Center, RM. 103
402.375.7321

Exam Accommodation Request Form

An academic accommodation or modification is sometimes needed to ensure that a qualified student with a disability has an equal opportunity to access and benefit from a course or educational activity. EXAM ACCOMMODATION is a service provided to faculty members and students. Upon the request of the student and the faculty member, the Counseling Center will provide approved exam accommodations or modifications for WSC students with disabilities. Accommodations may include extended time limit, low-distraction exam area, enlarged print, exam reader or scribe, word processing, etc. If you have questions regarding disability-related exam accommodations, please call the Counseling Center at 375-7321. Form can be completed online – or printed and completed by hand – then signed and returned to Counseling Center when done.

----------To be completed by Student/Instructor ----------

Complete information below and return to Counseling Center:

Student Name: _____ Student Phone: _____

Course Title: _____ Course #: _____

Instructor Name: _____ Instructor Phone: _____

EXAM TIMES: Counseling Center: Monday – Friday, 8am to 5pm by appointment.

ALL CHANGES AND EXCEPTIONS MUST BE INITIALED BY INSTRUCTOR

	COUNSELING CENTER List specific date(s) below	**Instructor Initials**
Exam 1		
Exam 2		
Exam 3		
Exam 4		
Exam 5		

_____ _____ _____
Student Signature Instructor Signature Date

----------To be completed by Counseling Center ----------

APPROVED ACCOMMODATIONS:

☐ Individual Room ☐ Reader ☐ Word Processing ☐ Calculator

☐ Extended Time ☐ Scribe ☐ Dictionary/Spelling List

Other: _____

EXAM TO COUNSELING CENTER

☐ Delivered to Counseling Center by instructor
☐ Delivered to Counseling Center by student (in sealed envelope)

COMPLETED EXAM TO INSTRUCTOR

☐ Picked up at Counseling Center by instructor
☐ Returned by student (in sealed envelope) to: _____

Revised: ***August 2009***