Disabled Student Services- Verification and Accommodations Agreement

Student Name

Date

This form verifies that the above student qualifies for the accommodations checked below.

1. ALTERNATIVE METHODS FOR TESTING/LEARNING

Professional recommendations for academic support require the following modifications/adaptations for testing and learning:

<table>
<thead>
<tr>
<th>Modification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Time for Course Exams</td>
<td>1.5x 2x</td>
</tr>
<tr>
<td>Extended Time for Comp. Exams</td>
<td>1.5x 2x</td>
</tr>
<tr>
<td>Quiet Testing Environment</td>
<td></td>
</tr>
<tr>
<td>A Reader for Exams</td>
<td></td>
</tr>
<tr>
<td>A Reader for Class</td>
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<tr>
<td>Frequent Breaks during Exams</td>
<td></td>
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<tr>
<td>Note-Taking Assistance</td>
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<tr>
<td>Other:</td>
<td></td>
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</tbody>
</table>

These accommodations are:

☐ Permanent
☐ Temporary - Expiration date: _____________

2. STUDENT REQUIREMENTS

A. Inform faculty of approved disability accommodations, preferably the first week of the semester to ensure proper implementation of accommodations.

B. If your accommodations include “Extended Time for Tests” and a “Quiet Testing Environment,” you will need to schedule your exams with Ashley Kowal, Director of Student Services.
   • You are required to schedule your exam ONE WEEK in advance of your desired exam date.
   • You must complete the exam within ONE WEEK following the original exam date, and prior to the next class session.
   • If an extenuating circumstance necessitates rescheduling your exam, you are required to provide official documentation of the circumstance for review.

C. If you need to make adjustments or additions to your original Disability Accommodations Request Form, please contact a Disabled Student Services Officer. For NY campus, all programs:
   Ashley Kowal, Director of Student Services
   akowal@pacificcollege.edu; 212.982.3456 ext.250

1/28/16 – AK
• I understand the accommodations for which I have been approved.
• I understand that any request for additional accommodations beyond those already approved are not guaranteed. Pacific College of Oriental Medicine may require additional documentation as deemed appropriate in the evaluation of further accommodations.
• I understand that I am responsible for adhering to all College academic guidelines and testing policies as outlined in the Catalog or course syllabi.

By signing below I confirm that I understand the information that has been provided and/or explained to me.

Student Signature ___________________________ Date ____________

DSS OFFICER Signature ___________________________ Date ____________

3. FACULTY REQUIREMENTS

A. The faculty member’s responsibility is to provide the necessary approved in-class accommodations to the students by the next class session, or sooner if possible, and to communicate via e-mail with the Academics Department if he or she has any questions regarding the implementation or acquisition of necessary accommodations.

B. The faculty member agrees to engage in the Complaint-Resolution procedure if he or she wishes to challenge the approved accommodations or if he or she believes the necessary accommodations will require fundamental alterations to the course.

C. The faculty member’s role is to prepare a copy of all necessary examinations and/or quizzes, as necessary, to the Academics Department one week in advance of the exam date. The faculty member will be required to provide a deadline for taking the exam or quiz. The faculty member will ensure that the student is not present in the classroom when the in-class exam is administered or reviewed unless the student has already completed the exam.

• If the faculty member has any questions regarding the implementation of the student’s accommodations (in regards to testing), he or she will contact Ashley Kowal, Director of Student Services, prior to the exam date.