Disabled Student Services- Verification and Accommodations Agreement

(Student’s 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:

| Extended Time for Course Exams | Preferential Seating |
| Extended Time for Comp. Exams  | Priority Registration |
| Quiet Testing Environment      | Peer Tutoring         |
| A Reader for Exams             | Alternative Media- Electronic Texts |
| A Reader for Class             | Alternative Media- Audio Files |
| Frequent Breaks during Exams   | Reduced Course Load   |
| Note-Taking Assistance         | Allowance of occasional absences |
| Other:                         | Other:                |

2. STUDENT REQUIREMENTS

A. Inform faculty of approved disability accommodations, preferably the first week of the semester.
B. If your accommodations include “Extended Time for Tests” and a “Quiet Testing Environment,” you will need to schedule your exams with Elaine Elefano, Assistant to the Academic Dean.
   • You can reach Heather via telephone at 619-574-6909 ext. 118 or via e-mail at eelefano@pacificcollege.edu.
   • You are required to schedule your exam with Heather ONE WEEK in advance of your desired exam date.
   • You must complete the exam within ONE WEEK following the original exam date.
   • 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 undergraduate programs-
Academic Dean
Deborah Reuss
Suite 103 (Main Bldg 1)
619-574-6909, ext. 161
dreuss@pacificcollege.edu

For graduate programs-
Student Advisor
Diana Wallace
Suite 109 (Main Bldg 1)
619-574-6909 ext. 150
dwallace3@pacificcollege.edu

For all programs-
Campus Director and Section 504 Coordinator
Jaime Rabin
Suite 109 (Main Bldg 1)
619-574-6909 ext. 142
jrabin@pacificcollege.edu

Student Signature ____________________________ DSS OFFICER Signature ____________________________
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3. FACULTY REQUIREMENTS

A. The faculty member’s responsibility is to provide the necessary in-class accommodations to the students by the next class session, or sooner if possible, and to communicate via e-mail with a Disability Support Services officer (listed on the reverse side) 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 (See section IV below) 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 once he or she receives e-mail contact from Elaine Elefano, and submit a copy to her within one week of receiving said e-mail. 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 respond to Elaine’s e-mail and copy in a Disabled Student Services officer (listed on the reverse side). Moreover, the faculty member agrees to engage in the Complaint-Resolution procedure (See section IV below) 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.