ACADEMIC ACCOMMODATION AND SUPPORT SERVICE REQUEST
SPRING TERM 2016

Name ___________________________________________ Class _____________

Campus box ____________ Cell # ____________________________ Email ____________

# of credits this term ______________ Academic Advisor: ________________________

INSTRUCTIONS FOR SPRING 2016 SEMESTER:

1. PRINT out this form and return it to the AEO office in OLB 125 preferably by Monday, February 15, 2016 or as soon as you are aware of your need for accommodations and/or services. Please note: Academic accommodation request forms are accepted throughout the semester but accommodations are never retroactive.

2. Please make sure you complete the form as legibly as possible. If there is incomplete information (i.e. missing first name of professor, section number, etc.), it will delay the completion of your official accommodation letter.

3. You will receive a PDF copy of your accommodation letter for the current semester from the director with instructions on how to finalize your accommodations with your professors within seven (7) days of returning your form.

4. IMPORTANT: You must forward your accommodations letters to your professors and schedule a time to meet with them IN PERSON to discuss your accommodations. We recommend that you email the letter to your professors, but you may also print it out and hand-deliver it to them when you meet. AEO does not send your accommodation letters to your professors.

5. REMEMBER: We strongly encourage you not to wait until midterms, the end of the semester or right before your first exam to self-identify to your professors because it may be too late to make arrangements. It is better to be prepared for the possibility rather than to risk not receiving the accommodations for which you are eligible!

6. All exam accommodations requests must be made in a timely manner at least 1 week in advance (5 business days). Final exams or exams scheduled during the last week of classes need to be scheduled at least 2 weeks in advance.

Please contact AEO to schedule an appointment with the director if

(1) You would like to update your accommodations or are in need of additional accommodations or services;

(2) You would like assistance arranging your accommodations with your professor(s), and/or

(3) You are dissatisfied with the effectiveness of your accommodations. We are here to support you and cannot if we are unaware that there is a new need, concern, or problem.
Release of Information

Date: ____________ I, (please print name) ____________________________, authorize the Office for Accessibility and Educational Opportunity (AEO) to verify my need for academic accommodations and services. I understand that information about my disability will only be used for the purpose of enabling Vassar College to provide me with supportive, academic and other services related to my disability.

☐ Yes, please include my diagnosis of _____________________________.

☐ No, please simply state that I have a documented disability and am registered with the Office for Accessibility and Educational Opportunity (AEO). Do not include the nature of my diagnosis.

_________________________________________  _____________________________
Signature                                                                 Date

Is there any additional information that you would like included in your accommodation letter? Please provide it below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please indicate course number AND section number, your instructor’s full name.

<table>
<thead>
<tr>
<th>COURSE/SECTION#</th>
<th>INSTRUCTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example: PSYC 105-51)</td>
<td>(First AND Last name, legibly written or typed)</td>
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</tbody>
</table>

1. Course#/section#__________________
   Instructor________________________

2. Course#/section#__________________
   Instructor________________________

3. Course#/section#__________________
   Instructor________________________

4. Course#/section#__________________
   Instructor________________________

5. Course#/section#__________________
   Instructor________________________

6. Course#/section#__________________
   Instructor________________________
Accommodations and Support Services

Please notify the Office for Accessibility and Educational Opportunity (AEO) if you ADD or DROP a course, or if adjustments need to be made to your accommodation plan during the semester.

Check the box if you would like to request a particular accommodation or support service.

☐  Academic Coaching Support Services (who?)______________________________________________________________

☐  Exam Accommodations
  - Extended Time (50%)  ☐
  - Extended Time (100%)  ☐
  - Low Distraction Exam Room  ☐
  - Computer  ☐
  - Other______________________________________________________________

☐  Staggered Deadlines (please indicate, however, prior assessment and approval by AEO required)

☐  Advance Reading List and Notice of Assignments

☐  Alternative Print Format (E-text, audio file, Braille, enlarged print etc)
  - Which classes/What format?________________________________________

☐  Notetaker Service (include section number, please)
  - Which classes?_____________________________________________________

☐  Permission to tape record class lectures (NOTE: Once approved, you must ask permission from your professor before recording any class sessions. You must also negotiate how the recordings will be used and destroyed at the end of the semester.)

☐  Chronic Health Impairment Advisory for Professors/Dean of Studies Office

☐  Course Advisement for Next Semester (Please call AEO to set up an appointment during PRE-REGISTRATION period with MaryJo Cavanaugh, director. This does NOT replace your meeting with your pre- or major academic advisor.)

☐  Classroom Relocation or Specialized Furnishings in Accessible Classrooms
  - What/Where?_____________________________________________________

☐  Class, Lab or Library Mobility Assistant

☐  Other (e.g. computer for notetaking; reduced course load, etc.)
  _____________________________________________________________________