SERVICES FOR STUDENTS WITH DISABILITIES
UNIVERSITY EXTENSION
REQUEST FOR ACCOMMODATIONS

The Request for Accommodations Form must be completed by the student requesting the accommodation. This information and the student’s signature are required so Services for Students with Disabilities (SSD) staff has permission to speak with the University Extension (UEX) staff. Requests will not be processed until both the Request for Accommodations and supporting medical documentation completed by a qualified clinical professional or health care provider have been submitted to the Services for Students with Disabilities office. Guidelines for documentation can be found on the SSD website at http://ddce.utexas.edu/disability/ under Forms and Documents.

Mail: The University of Texas at Austin
Services for Students with Disabilities
100 W. Dean Keeton St. A4100
Austin, TX 78712-0175

Student Name: _____________________________ _____________________________
(Last) (First) (Middle)
Student EID: ___________ Email Address: ________________________________
Phone number: ______________________________

Are you a current UT student?    Yes____ No___    Are you registered with SSD?  Yes____ No___
Class Number (e.g. GOV 315):______________ Instructors Name:____________________

Accommodation(s) Being Requested:
(check all that apply):
☐ Time and a half on quizzes/exams (1.5x) unless speed is the factor being tested
☐ Double time on quizzes/exams (2x) unless speed is the factor being tested
☐ Reduced distraction testing environment
☐ Use of computer for exams
☐ Adaptive software (JAWS, CCTV, etc.) for testing
☐ Permission to request flexibility with deadlines
☐ Other (please describe): ____________________________

For Office Use Only
Accommodation(s) Approved by SSD:
☐ Time and a half on quizzes/exams (1.5x) unless speed is the factor being tested
☐ Double time on quizzes/exams (2x) unless speed is the factor being tested
☐ Reduced distraction testing environment
☐ Use of computer for exams
☐ Adaptive software (JAWS, CCTV, etc.) for testing
☐ Permission to request flexibility with deadlines
☐ Other: ______________________________

By my signature I affirm that all personal statements and documents that I am submitting in support of my application are true and correct. I understand that falsifying or misrepresenting facts or information may result in disciplinary action. I authorize Services for Students with Disabilities staff to release disability related information to University Extension as it relates to my request for accommodations. I understand my request for accommodations will not be processed until I have submitted disability documentation meeting SSD’s guidelines (http://ddce.utexas.edu/disability/documentation-guidelines/).

Student Signature: _____________________________ Date: __________________

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Date Sent to UEX: ________________ By SSD Staff: __________________