

*During the 2012-2013 academic year, close to 200 Pepperdine students will register with the Disability Services Office (DSO), identifying themselves as individuals seeking accommodations for diagnosed disabilities. Students with various disabilities have gone through the same admissions process, are “otherwise qualified” to be enrolled at Pepperdine, and over the course of their degree program will meet the same academic standards as other students. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, students with disabilities are entitled to accommodations to ensure equal access to all of Pepperdine’s programs and facilities.*

This information sheet is provided to give you an overview of the DSO. Further information can be obtained on the DSO website: [www.pepperdine.edu/disabilityservices](http://www.pepperdine.edu/disabilityservices). DSO staff can also be reached between the hours of 8am-5pm, Monday through Friday at 310-506-6500 or at [DSO@pepperdine.edu](mailto:DSO@pepperdine.edu).

The DSO office is located on the Malibu Campus in the Tyler Campus Center, Room 264.

*Not all students with disabilities choose to register with the DSO. However, for students who are seeking accommodations, the DSO arranges for reasonable and appropriate support. To facilitate this support process, it is important for students, faculty members, and the DSO staff to work together in a timely manner.*

<b>DSO Responsibilities</b>	<b>Student Responsibilities</b>	<b>Faculty Responsibilities</b>
<ul style="list-style-type: none"> <li>• Inform faculty, students, and staff about function and procedures of the DSO.</li> <li>• Accept and evaluate verifying documentation.</li> <li>• Approve and implement appropriate accommodations.</li> <li>• Maintain secure location for student documentation.</li> <li>• Provide notification of accommodation to individuals as permitted by the student.</li> <li>• Protect student’s privacy and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the essential qualifications and institutional standards for the academic program.</li> <li>• Disclose the disability to the DSO in a timely manner.</li> <li>• Provide appropriate documentation.</li> <li>• Inform the DSO of accommodation needs.</li> <li>• Request accommodations each semester with the Service Request Form.</li> <li>• Present the accommodation letter to the faculty member in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Design classes so that course material is accessible to all students.</li> <li>• Include statement on syllabi directing students to the DSO if in need of accommodation related to a disability.</li> <li>• Support and implement reasonable accommodations as identified in a letter from the DSO, presented by the student.</li> <li>• Consult with the DSO if accommodation requests conflict with course objectives/ requirements.</li> <li>• Maintain CONFIDENTIALITY.</li> </ul>

**\*\*IMPORTANT\*\***

All Faculty are encouraged to include the following statement on all course syllabi and to mention this information during the first two weeks of class:

Any student with a documented disability (chronic medical, physical, learning, or psychological) needing academic accommodations should contact the Disability Services Office (Malibu Campus, Tyler Campus Center 264, 310-506-6500) as early in the semester as possible. All discussions will remain confidential.

Please visit <http://www.pepperdine.edu/disabilityservices/> for additional information.

Questions? Need more information? Please feel free to contact us at:

**310-506-6500 or [DSO@pepperdine.edu](mailto:DSO@pepperdine.edu)**

## Frequently Asked Questions

**Q: Who is responsible for determining appropriate accommodations?**

A: The DSO is the only office on campus designated to review documentation of a disability and to determine eligibility for accommodations for students. The office bases decisions upon content of the documentation collected from a student, the student's functional limitations, and the student's clarification about specific needs.

**Q: Am I required to provide exam accommodations to students who request it?**

A: Assuming the student is registered with the DSO and has been approved for exam accommodations: Yes. The Rehabilitation Act of 1973, Section 504, as well as the Americans with Disabilities Act (ADA) protect students with disabilities. These laws require that qualified students with disabilities get equal access to an education, including exam accommodations.

**Q: A student told me that he received extra time on exams in high school/ an undergraduate program and is requesting extra time on my exams. Should I provide this accommodation?**

A: It depends. First ask the student if he can provide you with a letter verifying that he is registered with the DSO. An accommodation letter is presented to students by the DSO director, immediately upon completion of their documentation review. If the student cannot provide the letter, he should be referred to the DSO office. Accommodations should not be extended to students who are not registered with the DSO.

**Q: A student with a disability has requested that she take an exam with accommodations. How do I know that my exam will be safe and that the student will get no unfair advantage?**

A: The DSO has developed a systematic and secure procedure for getting exams from the faculty and returning them once the student has taken the exam. As students are taking the exams, they are monitored (via cameras in the TCC testing rooms). Any suspected academic dishonesty is reported to the appropriate faculty member. The DSO is continually working to refine our exam policy and procedures and we're always open to suggestions and feedback.

**Q: Students with disabilities ask me to fill out a DSO exam form. I have a million things to do. I don't mind if they use exam accommodations, but do I have to fill out that form?**

A: Yes. In order for students to arrange for exam accommodations at the DSO and for the DSO staff to administer the exam per your instructions, it is important to fill out the form **completely** and **in a timely manner**. The DSO has directed the students to choose appropriate times to ask you for completion of the paper version of the form and, as an alternative, have also provided an electronic version for your convenience.

**Q: When I have a student who is deaf in class, am I required to have an interpreter or transcriber in the class too? Do I have to show captioned films?**

A: Yes. You are required by law to have what is essential for the student to have equal access to an education. This includes having sign language interpreters, captioners, and/or captioned films in the classroom when there is a need. The DSO will make these arrangements if necessary.

**Q: Can I just provide a student with the exam accommodations myself?**

A: Assuming the student is registered with the DSO and has been approved for exam accommodations: Yes! If you are able to work out an arrangement with the student to provide ALL of the necessary exam accommodations listed on their letter from the DSO director (and the student is comfortable with the arrangement), you may certainly do so. Please note however, that it is important to allow ALL of the approved exam time. A DSO exam form will not need to be completed/turned in if you are administering the exam yourself.

**Q: I have a student who is having difficulty in my class. I think he may have a disability. What should I do to help him?**

A: Talk privately with the student to discuss your observations about his performance in class or on written work. Rather than asking specifically if a student has a disability, general questions about "whether or not he has been supported in his academic work in the past," or if there is "anything specific he would like for you to know about his history as a learner" is advised. If appropriate, the student can be referred to the DSO for information about diagnostic testing or for accommodations.

**Q: Am I required to lower the standards of a required assignment because a student has a disability?**

A: No. Standards should be the same for all students. However, some students with disabilities may exhibit knowledge, production, and other course expectations differently than their peers. For example, a student with a learning disability in writing may produce an essay exam by using a computer or scribe rather than writing out an answer by hand. The quality of the work should be the same.

**Q: I have a student registered with your office who is behind in her schoolwork. This student has not handed in several assignments and received a D on her midterm. At this point, she is not passing the class. Do I have a right to fail a student with a disability?**

A: The student with a disability has the same right to fail as anyone else. Their work should be equivalent to their peers. Of course, it would be a good idea to discuss your observations with this student just as you would with anyone else in the class who is experiencing difficulty. The DSO director is also available for support if needed.

**Q: A student came to me in the 6<sup>th</sup> week of the semester with his DSO letter. I feel this is too late to ask for accommodations. Arrangements should be made at the beginning of the semester. I even made an announcement on the first day of class about the DSO. Do I have to provide accommodations for someone this late?**

A: Yes. There could be numerous reasons why a student makes a late request. They are permitted to bring documentation and make requests any time during the academic year. There may be a few situations where students make requests for accommodations so late that appropriate arrangements are impossible to make for that particular semester, but the DSO will work to help that student for future semesters. Accommodations are not retroactive.

## Did you know?

According to the Americans with Disabilities Act (ADA), a person with a disability is one who:

- has a physical or mental impairment that substantially limits one or more major life activity
- has a record of such an impairment
- is regarded as having such an impairment

"Major Life Activities" include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The term also includes the operation of a major bodily function, including but not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

These impairments may be present among people with learning disabilities, emotional disturbances, chronic health impairments, attention deficit disorder, diabetes, asthma, physical disabilities, vision, speech, or hearing impairments, or other conditions.

Questions? Need more information? Please feel free to contact us at:

310-506-6500 or  
DSO@pepperdine.edu

Please open this form in Adobe Acrobat Reader (NOT Mac Preview). If you are accessing this form via our website, save a blank copy to your personal desktop, close the website, then complete the form using the version you saved to your desktop.

**Exam Proctoring Request Form**  
Pepperdine University - Disability Services Office  
TCC 264

Office Use Only  
Received by: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

**To be Completed by the DSO Student** (this form is required for EACH exam- multiple test dates will NOT be accepted)

Name: \_\_\_\_\_ Campus Wide ID Number: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_

Type of Accommodation Requested (mark with an "x"): Extended-Time: \_\_\_\_\_ Distraction-Reduced Site: \_\_\_\_\_ Computer: \_\_\_\_\_

Other: \_\_\_\_\_

I understand that it is my responsibility to arrange for the completion of this form and the scheduling of my exam with the Disability Services Office (DSO) at least seven (7) days [14 days for final exams] prior to test administration. If an exam time or date change is required, I will need to reschedule with my professor and provide the DSO with authorization from the professor for any changes (through an amended proctoring form\*(see below), phone call, or email). I am aware that my time may be deducted accordingly in the event that I am late for an exam and my accommodations may be forfeited.

Student's initials: \_\_\_\_\_ Date: \_\_\_\_\_

SAVE AS & email to professor as ATTACHMENT

**To be Completed by the Professor** (this portion MUST be completed by the professor, NOT the student)

Professors are encouraged to provide the approved reasonable accommodations to their students during the scheduled exam meeting time and place. However, if it is preferred by the professor or the student to ask that the DSO administer the exam, this form is used to make the request, indicating an agreement between the PROFESSOR and the STUDENT. This request is being made in accordance with federal and state laws and regulations that govern support services to students with disabilities. Feel free to contact the DSO at x6500 if questions arise.

Professor's Name: \_\_\_\_\_ Office: \_\_\_\_\_ Extension: \_\_\_\_\_

Please indicate procedures to be used during the test (Open Book, Notes, Calculator, etc.): \_\_\_\_\_

**If the proctor is permitted to contact you during exam administration, please provide contact information:**

\_\_\_\_\_ (phone/email address)

Standard Length of Exam: \_\_\_\_\_ (the time allotted to the rest of the class)

Pre-Test Pick-up Instructions:	Post-test Return Instructions:
Professor/TA will fax/email to DSO on _____ (date)	DSO will fax/email exam to _____ (email address/fax #)
Professor/TA will deliver to DSO on _____ (date)	Professor/TA will pick up exam on _____ (date)
Student will deliver to DSO (in sealed envelope) _____	Student will return exam (in sealed envelope) _____
DSO will pick up exam at _____ on/at _____ (room #) (date/time)	DSO will return exam to _____ (room #)

Additional Instructions: \_\_\_\_\_

Professor's initials: \_\_\_\_\_ Date: \_\_\_\_\_

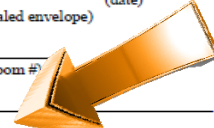
Submit Form to DSO

\*\*Completed form should be returned to the DSO at least seven (7) days [14 days for final exams] prior to test administration via fax, email ([DSO@pepperdine.edu](mailto:DSO@pepperdine.edu)) or hand-delivery (NOT campus mail).

By signing this portion of the form, I understand that I will be held accountable for the information provided including standard length of the exam and the means by which DSO will acquire the exam. It is my responsibility to promptly inform the DSO of any changes made to the pre-test pick-up instructions or the post-test return instructions. I will immediately contact the DSO in the event that the exam has been postponed or re-scheduled due to my absence.

Phone: (310) 506-6500 Fax: (310) 506-6776 More copies of this form are available online at:  
<http://www.pepperdine.edu/disabilityservices/students/forms/>

\*Authorized date/time change: \_\_\_\_\_ (date) \_\_\_\_\_ (time) Professor's initials: \_\_\_\_\_



Above is a copy of the **Exam Proctoring Request Form** used by the DSO when students are requesting to take exams with our office. Students will either present a paper copy of the form to their Professor in person, or send an electronic copy via email. Instructions below describe the process for using the electronic version.

**This form will only work properly if you open it using Adobe Reader. If a student uses Mac Preview (the default program to open PDF files on Mac computers) to complete the top portion of the form, the form you receive will be blank and we encourage you to ask the student to re-submit the form using Adobe Reader and to contact the DSO if they need assistance in setting up Adobe Reader on their computer.**

- The DSO student will complete the top portion of the form.
- The DSO student will email the form to their Professor.
- The Professor should complete the bottom portion of the form and return it to the DSO through the yellow “**Submit Form to DSO**” button at least 7 days prior to the date of the exam (14 days for final exams).

Please be careful to provide ALL of the requested information – this is important when it comes to receiving the exam and in getting it back to you in a timely manner.

### *DSO Testing Responsibilities*

- Provide student with accessible procedure for requesting exam proctoring.
- Provide courier service to pick up and deliver exams.
- Administer exams per instructions from Professor on Exam Proctoring Request Form.
- Maintain integrity with exams and exam process.
- Report any suspected academic dishonesty to the appropriate Professor.

### *Student Testing Responsibilities*

- Complete student section of the Exam Proctoring Request Form—either on paper form or on electronic form.
- Request that Professor complete bottom portion of paper form, get form back from Professor, and hand deliver completed paper form to the DSO at least 7 days before the exam is to be taken (14 days before final exams).

#### **OR**

- Complete student section of the electronic form and send it to Professor attached to an email. DSO will send a confirmation email when the form has been received. It is the student's responsibility to follow up with the DSO and the Professor if a confirmation email has not been received within two days.
- Arrive on time to take the exam. If students are more than 15 minutes late, the amount of time late may be deducted from the allotted exam time.
- Adhere to the university's honor statement. Students suspected of academic dishonesty will be referred for disciplinary action.

### *Faculty Testing Responsibilities*

- Verify that the student is registered with the Disability Services Office by referring to the letter sent to you by the student outlining appropriate and approved accommodations (this letter will be a scanned PDF on Pepperdine letterhead that includes the director's initials). Accommodations should not be permitted until a letter is received. Only the accommodations listed on the letter should be granted.
- Thoroughly complete the Professor portion of the Exam Proctoring Request Form, either paper or electronic, *in a timely manner* and return the form to the student (paper) or to the DSO (electronic).
- Depending on method of delivery chosen, it is important to either send the exam to the DSO at the time stated on the Exam Proctoring Request Form, **OR** have the exam ready for pick up per time and place stated on the form.