

**Pepperdine University**  
**GRAZIADIO SCHOOL OF BUSINESS MANAGEMENT**  
**Disability Services Office**  
**Implementation of Accommodations**

*A Semester Request is necessary each term in which you wish to use your accommodations. To complete a Semester Request, please access through your Wavenet > Academic Resources > Accommodate Student > Semester Request. The form is fairly intuitive; please call us at 310.506.6500 if you need assistance.*

**Exam accommodations**

Please talk to your professor at least 7 days before an exam/quiz if you wish to use your accommodation, making sure the professor has a copy of your current academic accommodation letter. Your professor may be able to provide accommodated testing. If not, please contact the proctoring representative below to work out the details of your exam. Please note that the proctoring representative will need to see your current academic accommodation letter before administering your exam.

*WLA*

Gary Greer (310.568.5514)  
[Gary.Greer@Pepperdine.edu](mailto:Gary.Greer@Pepperdine.edu)

*Irvine*

Pamela Ortega (310.506.5677)  
[Pamela.Ortega@Pepperdine.edu](mailto:Pamela.Ortega@Pepperdine.edu)

*Encino*

Leslie Skinner (818.501.1601)  
[Leslie.Skinner@Pepperdine.edu](mailto:Leslie.Skinner@Pepperdine.edu)

*Westlake Village*

Leslie Haggard (805.379.5828)  
[Leslie.Haggard@Pepperdine.edu](mailto:Leslie.Haggard@Pepperdine.edu)

*Malibu*

Carrie Gilchrist (310.506.8535)  
[Carrie.Gilchrist@Pepperdine.edu](mailto:Carrie.Gilchrist@Pepperdine.edu)

Exam proctoring is generally available at the WLA campus from 8-6pm, Monday-Friday. The Irvine campus has proctoring available evening and weekends when classes are in session. Encino and Westlake Village campuses offer proctoring during most afternoons and evenings, as well as Saturday. Please contact the proctoring representative at each location for current details.

Re-scheduling of proctored exams is allowed only with permission of professor. Late arrival may result in a shortened exam time. Personal belongings are not allowed in the testing room.

**Use of a class note-taker**

Submit a *Semester Request* (SR), mentioned above, outlining the classes for which you are requesting note takers.

Note-taker recruiting and hiring will begin upon receipt of SR, but please note that the process can take up to two weeks. Note-taker specific questions may be sent to [notetakers@pepperdine.edu](mailto:notetakers@pepperdine.edu).

### **Use of digital textbooks**

For each textbook you would like in a digital format, please send Anne Drake ([Anne.Drake@pepperdine.edu](mailto:Anne.Drake@pepperdine.edu)) the following information:

- Proof of purchase
- Title, Author, Edition, and ISBN

Please note that digital texts may take up to 5 weeks to receive from publisher upon receipt of proof of purchase, and text information. Please begin the process as early as possible.

You may also find books in audio format at [Bookshare.Org](http://Bookshare.Org) and [LearningAlly.Org](http://LearningAlly.Org). Natural Reader, available for free download at [NaturalReaders.Com](http://NaturalReaders.Com), provides reading of PDFs, Word docs, and webpages.

### **Flexible attendance**

Flexibility regarding course attendance policy during times of increased symptom severity:

- The student is responsible for contacting the professor as soon as possible when a disability-related absence will occur/has occurred and as necessary, will inform the professor as to when he/she will return to class. If the student is unable to reach the professor directly, the student or someone acting on his/her behalf may contact the DSO. Information will then be relayed to the professor through the DSO.
- The student is responsible for any material covered or work done during such disability-necessitated absences. Extension of deadlines for assignments due and/or arrangements for making up exams missed during such absences must be negotiated individually with the professor as need arises.
- If, at any time, the professor believes that the student's absences from class threaten the academic integrity of the curriculum or the accomplishment of learning objectives, the professor should contact the Disability Services Office as soon as possible. After consulting with the professor, the DSO director will contact the student to review available options.