

**Pepperdine University**  
**GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY**  
**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 seven 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 your professor is not able to proctor your exam, please contact the proctoring representative below seven days before your exam to make arrangements. Please note that the proctoring representative will need to see your current academic accommodation letter before administering your exam. Proctored exams are to be completed on the same day that the test is administered to the class.

**WLA (Psychology)**

Camille Crowell Andres (310.506.5661)  
[Camille.Crowellandres@Pepperdine.edu](mailto:Camille.Crowellandres@Pepperdine.edu)

**WLA (Education)**

Maricela Montes Arana (310.568.2370)  
[Maricela.Montes@pepperdine.edu](mailto:Maricela.Montes@pepperdine.edu)

**Encino**

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

**Irvine**

Pamela Ortega (949.223.2555)  
[Pamela.Ortega@Pepperdine.edu](mailto:Pamela.Ortega@Pepperdine.edu)

**Westlake Village**

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

**Malibu**

Andrea Lipnicki (310.506.4608)  
[Andrea.Lipnicki@Pepperdine.edu](mailto:Andrea.Lipnicki@Pepperdine.edu)

WLA exam proctoring for Psychology students is generally available beginning at 4pm Monday through Thursday. Friday proctoring must be completed by 4pm. Saturday proctoring is an exception and only if proctors are available. WLA exam proctoring for Educations students is available during business hours, Monday through Friday.

The Irvine campus has proctoring available for all students on evenings and weekends when classes are in session.

Encino and Westlake Village campuses offer proctoring for all students during most afternoons, evenings, and Saturdays.

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.

*Again, please contact your professor and the proctoring representative one week in advance of your exam to confirm arrangements.*

**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 with course attendance policies and with course / clinical assignment deadlines and/or exam dates during times of increased symptom severity (to be negotiated with professor as far in advance as possible):

- 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 assignment deadlines or exam dates, as the need arises due to effects of the diagnosed disability, must be negotiated individually with the course professors. Professors of individual courses and clinical supervisors can best determine appropriateness of adjusting deadlines or exam dates (as well as length of time for extensions) based on course requirements, course objectives, flow of instructional process, and standard of client care.
- If, at any time, the professor believes that the student's inability to meet timely assignment deadlines, exam dates, or class meetings, threatens the academic integrity of the curriculum, the accomplishment of learning objectives, or the standard of client care, 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.