

Pepperdine University
SEAVER COLLEGE
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 give a copy of your current accommodation letter to all professors in whose classes you wish to receive exam/quiz accommodations. Your professor may be able to provide what you need.

1. If not, complete an *Exam Proctoring Request* (EPR). It is a two part form: you complete the top portion and your professor completes the bottom portion.
2. You may access the EPR in two locations:
 - a. The DSO in Tyler Campus Center 264. (If you decide to use the paper version of this form, it is **your** responsibility to return the form to DSO after securing professor's signature and information.)
 - b. Our [website](#):
 - i. If using the electronic version of the form, the professor will submit form via email.
 - ii. Please note that Adobe Reader (<http://get.adobe.com/reader/>) is necessary for the EPR. Forms will not work properly using Mac Preview (the default for Mac computers).
3. Submit your EPR to the DSO
 - a. Completed exam forms are due to the DSO **1 week** in advance of exam date
 - b. Final exam forms are due **2 weeks** in advance of exam date
4. Check for a confirmation email
 - a. It is the responsibility of the **student** to confirm that the exam has been scheduled with the DSO
 - b. The student will receive a confirmation email within 2 business days of the DSO's receipt of the EPR

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

Questions? Contact Kellie Kamimoto at 310.506.6500 or Kellie.Kamimoto@Pepperdine.edu.

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.

Use of digital textbooks

For each textbook you would like in a digital format, please send Anne Drake (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 and LearningAlly.Org. Natural Reader, available for free download at 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.