

Pepperdine University
SCHOOL OF LAW
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

To receive exam accommodations, submit a Semester Request (mentioned above) each semester through your Wavenet account.

The DSO will coordinate with the Faculty Support Office for your exams. You will receive an email with information regarding the location and time of your exams at least one week prior to any quizzes, midterms, or finals. If you have not heard from the DSO five days before the exam, please contact Anne.Drake@Pepperdine.edu.

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

Your contact for questions is Anne Drake at 310.506.6500 or Anne.Drake@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 SOL Academic Dean's office as soon as possible when a disability-related absence will occur/has occurred and as necessary, will inform the Dean as to when he/she will return to class. If the student is unable to reach the Dean's office directly, the student or someone acting on his/her behalf may contact the DSO. Information will then be relayed to the Dean's office 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 arranged with the Dean's office as need arises.
- If, at any time, the Academic Dean determines that the student's absences from class threaten achievement of the learning objectives for the student, or compromise the law school's ability to comply with the ABA accreditation standards, the Academic Dean will notify the Disability Services Office as soon as possible. After consulting with the Dean, the DSO director will contact the student to review available options.