

POLICY FOR RECEIVING SERVICES
Pepperdine University
Disability Services Office

Pepperdine University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act to provide services and accommodations to qualified individuals. The Disability Services Office (DSO) exists to provide for and facilitate the provision of academic accommodations for students with disabilities.

In order to receive the services provided by the DSO, I understand that I must uphold the responsibilities outlined below.

1. It is my responsibility to initiate services with the DSO and to inform my professors of the accommodations for which I have been approved. It is my responsibility to provide my professors with my accommodation letter each semester (if seeking accommodations in that course).
2. I understand that I must submit a **Service Request Form** every semester in order to receive my approved accommodations. Once this form is submitted I will then receive my current accommodation letters.
3. In order to receive services for field trips, observations and other related academic experiences, I will submit a request, in writing, to the DSO at least two weeks in advance of the date the service is needed.
4. I understand that accommodations are not retroactive to registration with the DSO, and that it is my responsibility to immediately notify the DSO of any disability related problems or concerns I have so that they can be addressed appropriately.

GUIDELINES FOR EXAM ACCOMMODATIONS

The following guidelines are for students who are determined eligible for exam accommodations. If your instructor is unable to provide appropriate accommodations, you may schedule your exams with the Disability Services Office (DSO).

1. In order to arrange for exam accommodations in the DSO I understand that I must complete the top portion of the **Request for Proctoring Services** form and have my professor complete the bottom portion including the scheduled time and date of exam, and listing the materials, if any, I will be allowed to bring and use during the exam. I will not leave this form with the instructor to fill out, understanding that it is my responsibility to turn it back into the DSO at least one week prior for regular exams and two weeks prior for final exams.
2. If I have an exam that include graphs, charts, diagrams, illustrations, or audio/video components (i.e. a painting on an overhead, or an excerpt from a piece of music in a Humanities class), I am responsible for communicating with instructors ahead of time about providing appropriate alternatives to the DSO for those items.

Reasonable alternatives include:

- the instructor providing a flash drive or CD to the DSO proctor for playback of music, or, in the case of a foreign language class, a sentence or phrase that must be translated
- providing an audio version of a portion of the exam (i.e. to describe a graph or illustration)
- testing within the instructor's department, in which case the instructor would still be proctoring the exam
- providing a printout or CD with images that will be shown on the computer
- providing a qualified reader (i.e. identified by instructor and qualified in subject area)

3. As soon as a difficulty arises, (e.g. cannot get appointment with instructor, scheduling conflict, instructor questions the legitimacy of an accommodation, or the accommodation is not effective) I will contact the DSO immediately for assistance.
4. I will arrive at the DSO at least ten (10) minutes prior to time of exam and begin exam at the scheduled time.
5. During the exam, I will be allowed to bring and use only the materials that have been indicated by the instructor on the **Request for Proctoring Services** form. I will leave all unauthorized materials, including jackets, backpacks, cell phones, etc. with a DSO staff member.
6. Should I encounter any difficulty or other concern during an exam, I will inform a DSO staff member immediately.
7. I am expected to adhere to the University's policies regarding academic honesty, ethics, and integrity which can be found at <http://seaver.pepperdine.edu/studentlife/handbook/>. I am aware that the DSO monitors each of their exam rooms, and will report any cheating directly to the professor. A DSO staff member may come into the room I am testing in at any time to perform a random integrity check.

GUIDELINES FOR NOTE TAKING ACCOMMODATIONS

1. If a note-taker has been hired for me, it is my responsibility to contact the DSO immediately if I am not receiving notes in a timely manner.
2. It is my responsibility to notify the DSO immediately when I plan to drop or withdraw from a class.
3. If a note-taker has been hired for me, I understand that I may not receive notes for class periods when I was not present (unless my absence is excused).
4. If I miss a class five times without sufficient notification (to the DSO), I will automatically lose my services (unless certified medical reasons for not giving proper notification are provided). In order to reinstate my services, I will need to set up a special meeting with the Director of Disability Services.

Note: The DSO is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the above stated guidelines and with other DSO policies and procedures may result in delays in or denial of the provision of accommodations.

I have read and understood this Policy for Receiving Services. I agree to uphold these responsibilities and I understand that failure on my part to do so may result in the immediate cancellation of my services. I also understand that I will be required to provide medical/professional certification of my disability. Additionally, I understand that the University is only required to meet those needs that are mandated by the ADA and §504, and that the University is not required to provide accommodations that would result in an undue hardship to the University.

Student Name (Please Print)

Student Signature

Date

I.D. #