

Pepperdine University
SEAVER COLLEGE
Office of Student Accessibility
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 Form* (EPF). You will need to complete one form for each class in which you are enrolled.
2. You may access the Spring 2018 EPF at this [link](#)
 - a. Instructions on how to complete this form can be found on our [website](#).
3. Two weeks prior to your exam, the OSA will contact your professor to get the exam details.
4. Check for confirmation within your calendar appointment one week prior to your exam date.
 - a. It is the responsibility of the **student** to confirm that the exam has been scheduled with the OSA

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. OSA is not responsible for items left in the OSA lobby.

Please note: The OSA must receive your Exam Proctoring Form at least TWO WEEKS ahead of your exam date or we will not be able to guarantee accommodations.

Questions? Contact Amanda Kopang at 310.506.6500 or Amanda.Kopang@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.

You can access your notes through Wavenet using these [instructions](#). You will be able to access these notes as soon as your note taker uploads them. Please note that it is your responsibility to contact the Office of Student Accessibility if you are not receiving notes in a timely manner.

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 alternative texts

Due to the increased availability of electronic versions of texts, the Office of Student Accessibility will only provide alternative texts for books that do NOT have an electronic version available for rental or purchase. We recommend that students consult these resources before contacting the office:

1. [Amazon](#) and individual publishers to find electronic versions of their textbooks
2. [Bookshare.Org](#) (OSA can create a Bookshare account for students if they send a link of the book they need to student.accessibility@pepperdine.edu)

If you are not able to find your textbook in an electronic format, please complete and [Alternative Text Request](#) for each book you need.

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.

[Kindle](#) and [Natural Reader](#), available for free download, provide 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 OSA. Information will then be relayed to the professor through the OSA.
- 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 Office of Student Accessibility as soon as possible. After consulting with the professor, the DSO director will contact the student to review available options.