



REQUEST FOR ACADEMIC ACCOMMODATIONS

The University allows for consideration of academic accommodations in courses for students with special needs (Section III, Part F of the UNB Calendar).

Students wishing to be considered under this provision are strongly encouraged to contact instructors at the **start** of each term.

Please note the following procedure.

PROCEDURE:

The student must provide documentation to support the request. The student, in consultation with the Counsellor, will complete **PART I** on the reverse side of this form outlining the special provisions being requested and submit the form to the instructor. The instructor will consider the request, complete **PART II** of the form, copy as required, and then forward it to Student Services. The Counsellor will place the original form in the student's file.

If the instructor is in disagreement with the requested accommodation, or cannot accommodate the request, the Counsellor will attempt a resolution with the parties concerned.

Students should note that academic accommodations will be granted only on the basis of suitable supporting documentation. This documentation must either be on file in the Counsellor's Office or submitted to the Counsellor at the time of this request.

Student Services provides support for faculty and students in the accommodation process, as resources permit. Instructors are asked to indicate on the form all tests and exams requiring accommodations. The detailed procedure for this can be found online at:

<http://www.unbsj.ca/student-services/documents/InfoforProfs.pdf>

If you have any questions or concerns, please contact Holly Moore, Counsellor, at hmoore@unbsj.ca or 636-6260.

...see reverse



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Please read the REVERSE side of this form BEFORE proceeding.

PART I: To be completed by the <i>student</i> .	
Student's Name:	Student Number:
Course Name, Number & Section:	
Instructor:	Student's Email:
Accommodations in class/labs: <input type="checkbox"/> Peer note taker <input type="checkbox"/> Copies of instructor's notes/slides <input type="checkbox"/> Negotiated extension on assignment deadlines <input type="checkbox"/> Other:	Accommodations for tests/midterms/exams: <input type="checkbox"/> Extra time (please state additional time required): _____ <input type="checkbox"/> Alternate testing location <input type="checkbox"/> Use of a computer for test/midterm/exam <input type="checkbox"/> Other:
<i>I acknowledge that these accommodations have been discussed with the Services for Students with Disabilities Office and are supported by documentation provided to that office.</i>	
Student's Signature:	Date:
Counsellor's Signature:	Date:

PART II: To be completed by the <i>Instructor</i> after consultation with the Counsellor as necessary.	
Instructor's Comments: <ul style="list-style-type: none"> If tests/midterms/exams will be administered through Student Services, please indicate the date, start time, and regular duration of the tests/midterms/exams below: Additional notes about tests/midterms/exam (i.e. formula sheet provided, open book, etc.): <p>The Instructor is encouraged to make a copy of this form then forward this completed form to Student Services.</p>	
Instructor's Name:	E-mail:
Phone:	Department:
Instructor's Signature:	Date:

Prepared by Student Services December 2009