

Office of
Academic
Accommodations



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REQUEST for ACADEMIC ACCOMMODATIONS

Determination of Eligibility

As a mandatory prerequisite to receiving any classroom or curricular accommodations, any student desiring to receive such accommodations must register with the OSUIT Office of Academic Accommodations (OAA), complete a Request for Academic Accommodations form, provide competent medical documentation **evidencing the existence of a specific disability**, and cooperate with the OAA in determining the type(s) of accommodations that may be warranted in the case. **It is the obligation of the student not only to provide competent medical documentation as requested by the OAA, but also to renew requests for accommodations each academic semester** (*Academic Accommodations Policies & Procedures, Section 3.01, <https://osuit.edu/accommodations>*).

For which semester do you request academic accommodations? _____ (e.g., FALL 2029)

NAME: _____ TODAY'S DATE: _____

COLLEGE MAJOR: _____ OSUIT ID NUMBER (CWID): _____

OSUIT EMAIL: _____ @okstate.edu PHONE: _____

*Emails will be sent **ONLY** to your **OKSTATE** address.*

Please check one:

- ☐ **NEW DOCUMENTATION INCLUDED**
☐ **CONTINUING STUDENT** (renewing existing accommodations)

Do you want your letter printed or emailed?

- ☐ I request **PRINTED** copies of my Academic Accommodations letter. How many? _____
☐ I am in **online** classes and request that my Academic Accommodations letter be **EMAILED** to me in a .pdf format.

KINDLY allow five (5) business days for the processing of all academic accommodation requests.

Check the box next to the accommodation(s) below that will facilitate your academic success at OSUIT:

- ☐ Extended time (i.e., additional minutes) to complete timed assignments, quizzes, and tests (Extended time is up to, but not exceeding, double time.) *To be clear, **the extended time accommodation DOES NOT APPLY to DUE DATES.** Assignments, quizzes, and tests must be completed and submitted by the original day and time they are due.*

- ☐ Quiet testing environment *To be clear, the quiet testing environment accommodation DOES NOT GUARANTEE a private room (i.e., the student being the only person testing in a room).*
 - ☐ Reader for exams via Artificial Intelligence (AI)
 - ☐ Permission to stand, shift, or take breaks during exams. Not to count against testing time.
 - ☐ Use of assistive technology, e.g., voice to text _____
 - ☐ Use of audio recorder in class (please explain/describe what you need)
 - ☐ Use of calculator in class and for exams
 - ☐ Use of a 3 x 5 notecard for exams (Notes may be on front and back of notecard and *must be hand-written.*)
 - ☐ Handouts, exams, and quizzes in large print: at least _____ font
 - ☐ Copy of instructor's notes if available (Or volunteer note taker if available [may use carbon paper])
 - ☐ Permission to have food and/or drink in classroom and during exams
 - ☐ Permission to wear headphones for white noise/noise cancellation during exams only
 - ☐ American Sign Language (ASL) interpreter
 - ☐ Preferential seating
 - ☐ The student has a service dog
 - ☐ Other: _____
- (please explain/describe what you need)

The Director of the OAA initially reviews this request for academic accommodations to assess whether the student has provided competent medical documentation evidencing the need for such accommodations and to make a recommendation regarding the classroom accommodation(s) to be provided to the student. As appropriate, the Director will notify the student of his determination, and if an accommodation is recommended, will create a Letter of Academic Accommodations that lists the specific accommodation(s). The student may obtain copies of this letter to deliver at the student's discretion to the appropriate faculty member(s) (*Academic Accommodations Policies & Procedures, Section 4.01, <https://osuit.edu/accommodations>*).

IMPORTANT: *It is the obligation of the student to provide competent medical documentation as requested by the OAA to renew requests for accommodations each semester. (Academic Accommodations Policies & Procedures, Section 3.01, <https://osuit.edu/accommodations>)*

Please read and sign below: *I understand that academic accommodations are not retroactive; they begin on the date the academic accommodations letter is signed by the student and the instructor of record. All academic accommodations expire the last academic day of the semester in which approval for accommodations was given and/or renewed. I understand that the OSUIT Office of Academic Accommodations may communicate on a need-to-know basis with other OSUIT offices or campus officials about my academic needs and/or academic accommodations.*

Student's signature

Today's date

