



## Office of Academic Accommodations

918.293.4987 rae\_ann.warner@okstate.edu  
103 Learning Resource Center

# 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**
- cooperate with the OAA in determining the type(s) of accommodations that may be warranted

It is the responsibility of the student to:

- provide competent medical documentation as requested by the OAA
- renew requests for accommodations each academic semester

(*Academic Accommodations Policies & Procedures, Section 3.01, <https://osuit.edu/accommodations>*)

### Student Information

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

College Major: \_\_\_\_\_

OSUIT ID number (CWID): \_\_\_\_\_

OSUIT Email: \_\_\_\_\_ **@okstate.edu**

Phone: \_\_\_\_\_

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

### Semester Request

For which semester are you requesting academic accommodations? \_\_\_\_\_ (e.g., FALL 2029)

### Student Status (check one)

- This is the first time I have applied for academic accommodations at OSUIT.
- I am a continuing student/renewing my existing accommodations.

### Changes to Current Accommodations

Do you want to request changes to your current accommodation letter?

- If yes, describe here: \_\_\_\_\_
- If no, write *no changes* here: \_\_\_\_\_

### Letter Delivery Preference (check all that apply)

- I request printed copies of my accommodation letter. Number of copies needed: \_\_\_\_\_
- I am in online classes and request that my accommodation letter be emailed to me as a PDF.

OFFICE USE ONLY

APPROVAL DATE: \_\_\_\_\_  
01/22/2026 rw

CONTINUED ON BACK

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

### **Requested Academic Accommodations (check all that apply)**

- Extended time (i.e., additional minutes) to complete timed assignments, quizzes, and tests (up to double time). **Note:** *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. **Note:** *The quiet testing environment accommodation DOES NOT GUARANTEE a private room*
- Reader for exams via Artificial Intelligence (AI)
- Use of assistive technology, e.g., voice-to-text \_\_\_\_\_ (please explain/describe what you need)
- Use of audio recorder in class
- Use of calculator in class and for exams
- Permission to have food and/or drink in class and during exams
- Permission to stand, shift, or take breaks during exams (does not count against testing time)
- Permission to wear headphones for white noise/noise cancellation during exams only
- American Sign Language (ASL) interpreter
- Preferential seating
- The student has a service animal
- Other: \_\_\_\_\_ (please explain/describe what you need)

### **OAA Review Process**

#### **The Academic Accommodations Support Specialist will:**

- review your documentation
- determine whether academic accommodations are supported
- notify you of the decision via your okstate.edu email
- (if approved) create an Academic Accommodations letter listing your accommodations

Students may then provide their Academic Accommodations Letter to their instructors. (*Academic Accommodations Policies & Procedures, Section 4.01, <https://osuit.edu/accommodations>*)

### **Student Agreement**

By signing below, I understand:

- *Academic accommodations are not retroactive; they begin on the day I submit my letter to my instructor(s).*
- *Academic accommodations expire the last academic day of the semester in which they are approved/renewed.*
- *The OAA may communicate with other OSUIT offices or officials about my academic needs and/or academic accommodations only as needed to support my academic accommodations.*

---

Student's signature

---

Today's date

**IMPORTANT:** The student must provide competent medical documentation as requested by the OAA to apply for and/or renew academic accommodations each semester. (*Academic Accommodations Policies & Procedures, Section 3.01,*