



Office of Academic Accommodations

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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,*