Procedures for Accommodations:

1. Complete a Student Disability Resources and Services (SDRS) Application Packet.

2. Attach current documentation (see Guidelines for Documentation and/or Physician Consulted form) OR
   Fill out an authorization to release form allowing our office to request documentation/records from your physician.

3. Submit completed application which includes the following forms: procedures for accommodations, SDRS application, student information sheet, FERPA release form, and current documentation or authorization to release form to the SDRS Office.

4. Based on application information and current documentation submitted, The SDRS office will determine if the student will qualify for accommodations.

5. Approval or denial letters will be mailed along with a follow-up e-mail notifying the student of their status. If you are denied accommodations and want to file an appeal, please follow the Grievance Procedures outlined in the 13.01.99.R0.01 Students with Disabilities document.

6. When a student receives notification they have been approved for accommodations, the student must contact the SDRS office immediately to set up their accommodations. It is up to the student as to whether they want their professors notified or not. Accommodation letters are not automatically sent; they must be requested and signed for by the students. The student must complete and submit an accommodation letter request form to SDRS every semester. The student will be notified by email once the accommodation letters have been completed by SDRS. **It is the student’s responsibility to pick up and deliver the accommodation letters to their instructors** (unless the student is enrolled in an online course or attends classes at a satellite campus location then SDRS will email the letters).

It is from the accommodation letter request form that we pull the information necessary to write letters of accommodation for specific instructors, assign note-takers, and plan for exams that are to be given at our office, etc.

The student must sign up for exams to be administered in the SDRS office **at least five business days in advance** by completing the assistive testing request form on the SDRS website. We cannot be held accountable for exams when we have not been notified by the student and have difficulty reaching instructors or getting copies of unscheduled tests. If we are not provided ample notice and/or are unable to receive exams in time, you must take the exam in class.

After you sign up online for an exam in SDRS, we will do the following:
   a. Email/call instructors and request exams—either by hard copy or email.
   b. Go to instructor’s office and pick up exams or print copy from email.
   c. Supply a safe, secure, reduced-distraction environment in which to take the exam
   d. Deliver completed exams to the instructors.

I have read and understand the above procedures.

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<tr>
<th>Student Disability Resources &amp; Services</th>
<th>Date</th>
<th>Student Signature</th>
<th>Date</th>
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Student Disability Resources and Services
P.O. Box 3011, Commerce, TX 75429-3011  Phone: 903-886-5835  Fax: 903-468-8148
Email: StudentDisabilityServices@tamuc.edu