

SERVICES FOR STUDENTS WITH DISABILITIES

EXTENDED TIME ON ASSIGNMENTS/EXCUSED ABSENCES REQUEST FORM

Adjustments to attendance requirements or assignment deadlines may be appropriate in specific situations. Services for Students with Disabilities treats any request for such an adjustment individually and with careful consideration of the course requirements and objectives. In some cases, given the objectives and design of the course, these adjustments may not always be possible. This form is designed to address each individual request and should be submitted as soon as possible as the need arises. However, if a student anticipates an upcoming (or possibly ongoing) need for an adjustment, this form can be completed in advance; in fact, that is recommended in such situations.



STUDENT & COURSE INFORMATION

Date: _____

Student Information

Name: _____

W#: _____

Email: _____

Phone: _____

Course Information (A separate form is required for each individual course.)

Course Number: _____ (Example: MATH QL1050)

Course Name: _____

Instructor: _____

Email: _____ Phone: _____

Please check one of the boxes to the right, or both, to indicate the type of adjustment(s) requested for this course.

Attendance

Assignments

Has the instructor rectified the situation? (Yes/No) _____

=====

=====

