

ADELPHI

UNIVERSITY

Student Access Office
 tel. 516.877.3806
 fax. 516.877.3139
 1 South Avenue
 Garden City, NY 11530

Request to Proctor/Release of Examination

In compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Prevailing University Policy, Adelphi University makes academic accommodations for students with disabilities; the Student Access Office (SAO) coordinates these accommodations. Accommodations for disabilities are determined by SAO on an individual basis, according to documented need and verified by a formal Accommodaitons Approval Letter or Accommodations Card, issued by the Universitys Public Safety Office. Students will present the Approval Letter or Accommodations Card when requesting to utilize their documented accommodations on-file with SAO.

First Name: _____

Last Name: _____

Instructor's Name: _____

Course Title: _____

Date of Exam: _____

Exam Time: _____

What type of Exam?(Full Class/Short Quiz): _____

Please specify all accommodations that are needed: _____

It is the student's responsibility to inform SAO an examination **one week** prior to the scheduled examination date and to submit a completed **Request to Proctor** form a minimum of **one week** prior to the scheduled examination date.

I will not receive nor give information regarding the contents of the examination. Sign Name: _____

Cell Phone Number: (____) - _____ - _____

Email Address: _____

(For Student Access Office Use) Department signature:

(For Student Access Office Use) Date:

Initials of SAO Staff

SAO OFFICE USE ONLY	
<input type="checkbox"/> CALENDAR <input type="checkbox"/> EMAIL	PICK UP: _____
EXAM CONTENT: # of questions/pages	DROP OFF: _____
_____ _____	