

Office of
Academic
Accommodations



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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, and cooperate with the OAA in determining the type(s) of accommodations that may be warranted in the case. It is the obligation of the student not only to provide competent medical documentation as requested by the OAA, but also to renew requests for accommodations each academic semester (*Academic Accommodations Policies & Procedures, Section 3.01, <https://osuit.edu/accommodations>*).

For which semester are you applying for academic accommodations? (*Please mark only one.*)

- SUMMER 2020
- FALL 2020
- SPRING 2021
- SUMMER 2021
- FALL 2021

NAME: _____ PHONE: _____

OSUIT CAMPUS ID NUMBER (CWID): _____

OSUIT EMAIL: _____ @okstate.edu MAJOR: _____
Emails will be sent ONLY to your OKSTATE address.

List and describe the academic accommodations that will facilitate your academic success at OSUIT:

The Director of the OAA initially reviews this request for academic accommodations to assess whether the student has provided competent medical documentation evidencing the need for such accommodations and to make a recommendation regarding the classroom accommodation(s) to be provided to the student. As appropriate, the Director will notify the student of his/her determination, and if an accommodation is recommended, will create a Letter of Academic Accommodations that lists the specific accommodation(s). The student may then obtain copies of this letter to deliver at his/her discretion to the appropriate faculty member(s) (*Academic Accommodations Policies & Procedures, Section 4.01, <https://osuit.edu/accommodations>*).

IMPORTANT: It is the obligation of the student to provide competent medical documentation as requested by the OAA to renew requests for accommodations each semester.

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



Please read and sign below: I understand that academic accommodations are not retroactive; they begin on the date the academic accommodations letter is signed by the student and the instructor of record. All academic accommodations expire the last academic day of the semester in which approval for accommodations was given and/or renewed. I understand that the OSUIT Office of Academic Accommodations may communicate on a need-to-know basis with other OSUIT offices or campus officials about my academic needs and/or academic accommodations.

Student's printed name

Date

Student's signature

CWID

- If you are enrolled in **face-to-face** classes, please indicate below the **number** of copies of your Academic Accommodations letters you would like:
 - I request ____ **printed** copies of my Academic Accommodations letter.
- If you are enrolled in **online** classes, a copy of your Academic Accommodations letter will be **emailed** to you for distribution to your instructors. Place an X in the box below to indicate you are enrolled in online classes.
 - I am in *online* classes and request that my Academic Accommodations letter to be **emailed** to me.

VERIFICATION OF DISABILITY. FOR OFFICE USE ONLY "Competent Medical Documentation Evidencing the Existence of a Specific Disability" (See Academic Accommodations Policies & Procedures, Section 3.02.):

