



Pacific College of Oriental Medicine

Chicago Campus

Disabled Student Services- Verification and Accommodations Agreement

(Student's name)

(Date)

This form verifies that the above student qualifies for the accommodations checked below.

1. ALTERNATIVE METHODS FOR TESTING LEARNING

Professional recommendations for academic support require the following modifications/adaptations for testing and learning:

Extended Time for Course Exams	Preferential Seating
Extended Time for Comp. Exams	Priority Registration
Quiet Testing Environment	Peer Tutoring
A Reader for Exams	Alternative Media- Electronic Texts
A Reader for Class	Alternative Media- Audio Files
Frequent Breaks during Exams	Reduced Course Load
Note-Taking Assistance	Allowance of occasional absences
Other:	Other:

2. STUDENT REQUIREMENTS

- A. Inform faculty of approved disability accommodations, preferably the first week of the semester.
- B. If your accommodations include "Extended Time for Tests" and a "Quiet Testing Environment," you will need to schedule your exams with Francine Choren, Academic Advisor.
 - You can reach Francine via telephone at 773-477-4822 ext. 317 or via e-mail at fhoren@pacificcollege.edu.
 - You are required to schedule your exam with Francine at least ONE WEEK in advance of your desired exam date.
 - You must complete the exam within ONE WEEK following the original exam date.
 - If an extenuating circumstance necessitates rescheduling your exam, you are required to provide official documentation of the circumstance for review.
- C. If you need to make adjustments or additions to your original Disability Accommodations Request Form, please contact a Disabled Student Services Officer.

For undergraduate programs-
Student Advisor
Francine Choren
65 East Wacker Place, 21st Floor
773-477-4822 ext. 317
fhoren@pacificcollege.edu

For graduate programs-
Student Advisor
Francine Choren
65 East Wacker Place, 21st Floor
773-477-4822 ext. 317
fhoren@pacificcollege.edu

For all programs-
Campus Director and Section
504 Coordinator
Jaime Rabin
San Diego 619-574-6909
ext.142
jrabin@pacificcollege.edu

Student Signature

DSS OFFICER Signature

1/21/16- egm

3. FACULTY REQUIREMENTS

- A. The faculty member's responsibility is to provide the necessary in-class accommodations to the students by the next class session, or sooner if possible, and to communicate via e-mail with a Disability Support Services officer (listed on the reverse side) if he or she has any questions regarding the implementation or acquisition of necessary accommodations.
- B. The faculty member agrees to engage in the Complaint-Resolution procedure (See section IV below) if he or she wishes to challenge the approved accommodations or if he or she believes the necessary accommodations will require fundamental alterations to the course.
- C. The faculty member's role is to prepare a copy of all necessary examinations and/or quizzes once he or she receives e-mail contact from Francine Choren, and submit a copy to her within one week of receiving said e-mail. The faculty member will be required to provide a deadline for taking the exam or quiz. The faculty member will ensure that the student is not present in the classroom when the in-class exam is administered or reviewed unless the student has already completed the exam.
 - If the faculty member has any questions regarding the implementation of the student's accommodations (in regards to testing), he or she will respond to Francine's e-mail and copy in a Disabled Student Services officer (listed on the reverse side). Moreover, the faculty member agrees to engage in the Complaint-Resolution procedure (See section IV below) if he or she wishes to challenge the approved accommodations or if he or she believes the necessary accommodations will require fundamental alterations to the course.