

GOLDEN GATE UNIVERSITY

DISABILITY SERVICES REQUEST FOR ACCOMMODATIONS

1. **In-Class Accommodations and Midterm Accommodations Request for are due at least fifteen (15) days prior to the term.**
2. **COMPLETE** the entire form including course titles, numbers, sections, instructors and the accommodations you are requesting. Please print clearly.
3. Submit in person, via fax or by mail to: Disability Services, Office of Student Affairs, 536 Mission St., San Francisco, CA 94105 or Fax: 415 442-7284

Name _____	GGU ID # / SS# _____
Street Address _____	Home Phone# _____
City/State/ Zip _____	Work Phone # _____
E-mail _____	Campus Location _____

COURSE SCHEDULE

Course	Section	Instructor	Accommodations?	
_____	_____	_____	Y	N
_____	_____	_____	Y	N
_____	_____	_____	Y	N
_____	_____	_____	Y	N
_____	_____	_____	Y	N

REQUESTED ACCOMMODATIONS

(Please Note: Documentation to support each type of accommodation is required. See "Step-by-Step Guide" for more information)

In Class (typical class meeting) _____	_____
_____	_____
_____	_____
_____	_____
Testing and Exams (Includes standardized testing) _____	_____
_____	_____
_____	_____

STUDENT RIGHTS AND RESPONSIBILITIES - PLEASE READ THESE CAREFULLY

- | | |
|---|---|
| <ul style="list-style-type: none"> Equal access to programs, services, and facilities. Clear set of policies and procedures to obtain and use services. Confidentiality as prescribed by State and Federal Law. Information available in accessible format. Fair and judicial treatment, including due process of review in the and appeal of accommodations requests. | <ul style="list-style-type: none"> Request services in a timely manner. Follow policies and procedure to obtain and use services. Deliver accommodation letters in a timely manner. Report unsuccessful / unutilized Accommodations. <li style="text-align: center;">Follow Golden Gate University Student policies <li style="text-align: center;">student handbook. |
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My signature states I understand my rights and responsibilities as a student requesting academic accommodations through the Disability Services program.

Signature

Date