

**GOLDEN GATE UNIVERSITY**

**DISABILITY SERVICES REQUEST FOR ACCOMMODATIONS: Spring 2009**

1. **In-Class Accommodations and Midterm Accommodations Request for Spring 2009 deadline: January 23, 2009**
2. **Final Exam Accommodations must be submitted 14 days before the exam date.**
3. **COMPLETE** the entire form including course titles, numbers, sections, instructors and the accommodations you are requesting. Please print clearly.
4. Submit in person, via fax or by mail to: Disability Services, Office of Student Affairs, 40 Jessie St. 3<sup>rd</sup> Floor, 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)*

<b>In Class</b> (typical class meeting) _____	_____
_____	_____
_____	_____
_____	_____
<b>Testing and Exams</b> (Includes standardized testing) _____	_____
_____	_____
_____	_____

**STUDENT RIGHTS AND RESPONSIBILITIES - PLEASE READ THESE CAREFULLY**

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

**My signature states I understand my rights and responsibilities as a student requesting academic accommodations through the Disability Services program.**

**GOLDEN GATE UNIVERSITY**

_____	_____
Signature	Date