How will I know if a student has accommodations?

- Students with a documented learning, psychological or physical disability meet with the director or disability specialist in the Department of Equity and Accommodations each semester and will leave the meeting with a signed disclosure form. The disclosure form confirms a student's individual accommodations for that particular semester. It is the student's responsibility to give a copy of the current disclosure form to each of his/her instructors and discuss the accommodations needed.

With a current, signed disclosure form in place, will a student take all exams in the Department of Equity and Accommodations?

- Students with a current, signed disclosure form may choose whether or not to take each exam in the Accommodations office or in the classroom.

What are the testing procedures?

- Students submit a completed online “Request for Accommodative Testing” form to the Accommodations office no later than (3) in-session days prior to the exam date; request forms for final exams must be submitted online no later than (3) weeks prior to the final exam date.

- Students are encouraged to take the exam on the same date and time as their class.

- An instructor’s signature is required ONLY when a student needs to take the exam at a different date or time. The student will discuss an alternative date and have the instructor sign the bottom of the paper request form when the alternative date and time is filled out on the form.

- 2:30pm is the latest time an exam may begin in the Accommodations office.

- The Accommodations office staff will e-mail an exam request to the instructor (2) in-session days prior to the exam date, only for students who submit the form by the required date.

- The subject line of the email will state the date and time of the request; the student’s name and specific course will be located within the e-mail. If there are any questions, please contact the office.

- The instructor may send the exam via e-mail as an attachment to the original exam request or hand deliver to the Accommodations office in Room 043 SSC.

- Completed exams may be picked up by the instructor or the department secretary. If needed, an Accommodations office student worker will deliver exams in a securely sealed envelope to the department secretary whose signature will be required upon receipt of the exam.

- The integrity of the office is maintained by keeping all exams in a secure location and monitoring students while testing. No electronics or cell phones are permitted unless directed by the professor.

The Director and staff of the Department of Equity and Accommodations encourage you to contact us with questions or concerns regarding accommodations and access to them.

Linda Tomashefski (x 4265), ltomash2@bloomu.edu
Denise Recla (x 5205), drecla@bloomu.edu
Jeanne Fitzgerald (x 5264), jfitz@bloomu.edu
Dr. Robert Wislock, Director (x 4529), rwislock@bloomu.edu

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