



**Services for Students
with Disabilities**

212 Memorial Hall
126 Hofstra University
Hempstead, NY 11549-1260
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Alternate Exam Time Form

I give _____ permission to take the following
(student name)

exam _____ on _____
(course) (day/date)

at _____ with SSD in the SSD Testing Lab in 301 Roosevelt Hall.
(time)

(Professor's Signature)

(Today's Date)

(Student's Signature)

***To the Student:** Please return this permission form with your yellow Sign Me Up form in room 301 Roosevelt Hall. If SSD Lab is closed, you can drop off your form in the SSD main office in 212 Memorial Hall. If you have any questions, please contact the SSD Testing lab Graduate Assistant at x-5038 or send an email to ssd@hofstra.edu.

***To the Professor:** If SSD Lab is closed when you drop off your exam, you can also leave your exam in the SSD main office in 212 Memorial Hall. If your exam is an electronic version, please send us an e-mail confirming the alternate exam time change with an electronic copy of your exam. If you have any questions, please contact the SSD Testing lab Graduate Assistant at x-5038 or ssd@hofstra.edu.