**\*\* THIS FORM MUST BE COMPLETED AND HANDED IN TO 219 Student Center 4 SCHOOL DAYS BEFORE THE DAY OF YOUR EXAM (Not including Weekends/Holidays) \*\***

|  |  |  |
| --- | --- | --- |
| **If your Test is on:** |  | **The Latest the Form Can be Submitted is on:** |
| **Monday** |  | The Tuesday before, or earlier - **before 5pm** |
| **Tuesday** |  | The Wednesday before, or earlier -**before 5pm** |
| **Wednesday** |  | The Thursday before, or earlier **- before 5pm** |
| **Thursday** |  | The Friday before, or earlier - **before 5pm** |
| **Friday** |  | The Monday before, or earlier - **before 5pm** |

**STUDENT FILL OUT:**

**Name:** Click or tap here to enter text. **700#:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Date You Will Take Exam:** Click or tap to enter a date. **Time You Will Take Exam:** Click or tap here to enter text.

*(Open hours are Monday-Friday 9 a.m. – 5 p.m., please adjust the time of your exam with professors when needed)*

**Course Title:** Click or tap here to enter text. **Instructor:** Click or tap here to enter text.

**Please select your accommodations for this exam:**

[ ] Extended Time 1.5

[ ] Extended Time 2.0

[ ] Computer

[ ] Calculator

[ ] Reader

[ ] Scribe

[ ] Kurzweil

[ ] AutoCad

[ ] Additional Software/Computer Program

[ ] Other: Click or tap here to enter text.

**PROFESSOR FILL OUT:**

**Please specify what you are allowing *all students* to use on this exam:**

Click or tap here to enter text.

**Amount of time class receives for exam:** Click or tap here to enter text.(minutes)

**Professor’s phone number during exam for questions:** Click or tap here to enter text.

**Please indicate how/when you will send exam:** Choose an item.

**Please indicate your preference for receiving the completed exam:**

[ ] Professor pick-up at room 219 Student Center

[ ] SAS deliver the next business day: Building & Room number: Click or tap here to enter text.

[ ] Scan and Email to: Click or tap here to enter text.

**Signature of Professor:** Click or tap here to enter text. **Date:** Click or tap to enter a date.