

## Office for Students with Disabilities Accommodation Waiver Procedure

In some cases, a student may choose to not use their accommodation(s). This could be something like: “I do not want a note taker for weight training class” or “I do not need my paper and pencil only accommodation (no computerized tests) for Soc. 100”, for example. If you wish to do so, please use this form to notify the Office for Students with Disabilities and your instructor.

The Accommodation Waiver Form is to be used when a student has already submitted an accommodation letter to a faculty member and later in the semester voluntarily chooses to waive one or more of the accommodations for a particular class.

You can choose to fill out the form on your own and give the completed form to Margaret Adams, Coordinator of the Office for Students with Disabilities. Or you can come in and meet with Ms. Adams, where your intentions will be documented on this form. Ms. Adams will give a copy of the completed form to your instructor and keep a copy on file in the Office for Students with Disabilities.

A waiver goes into effect once it has been submitted to the instructor by Ms. Adams. An accommodation waiver is not retroactive.

ACCOMMODATION WAIVER FORM	
Date and OSD authorization	
Semester	
Student Name Please Print	
Student ID Number	
Course Number and Name	
Course Section	
Course Meeting Days/Times	
Instructor Name	
Accommodation to be waived	
Student Signature	

### Accommodation Waiver Retraction Procedure

If you decide you would like to go back to using an accommodation that you previously waived, please complete the Request to Retract Accommodation Waiver Form (below). For example, you may have previously waived your accommodation to take all exams with paper and pencil (rather than computerized tests), but now decide that you want to go back to using paper and pencil. If you would like to retract that waiver, use the Form below. Once you have completed the form below, please submit it to Margaret Adams, Director of the Office for Students with Disabilities.

You are always welcome to come in to discuss your concerns with Ms. Adams, and fill out the form together. Ms. Adams will give a copy of the form to your Instructor and keep a copy on file in the Office for Students with Disabilities.

**IMPORTANT: Waiver Retraction Forms must be submitted to Ms. Adams at least 48 hours prior to when an examination or other assignment is due. Waiver retractions are NOT retroactive. For example, if you previously waived your accommodation to take all exams with paper and pencil rather (rather than computerized tests), you cannot retract that waiver after you have already taken the exam. The waiver retraction will only apply to exams you take in the future.\***

*\*If there are circumstances that are unique and merit an exception, please provide an explanation in the box below.*

REQUEST TO RETRACT ACCOMMODATION WAIVER FORM	
Date and OSD authorization	
Semester	
Student Name Please Print	
Student ID Number	
Course Number and Name	
Course Section	
Course Meeting Days/Times	
Instructor Name	
Accommodation to be reinstated	
Request for delayed retraction	
Student Signature	