

## Service Request for Academic Accommodations Form for Students with Disabilities

### STUDENT INFORMATION

Today's Date: \_\_\_\_\_ Classification: Frsh Soph Jr Sr Grad  
 Name: \_\_\_\_\_ H# \_\_\_\_\_  
 Phone #: \_\_\_\_\_ SEX: M/F Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 HBU Email: \_\_\_\_\_ OK to contact you at this email? YES/NO  
 Other Email: \_\_\_\_\_ OK to contact you at this email? YES/NO  
 Major(s): \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Please list two (2) Emergency Contacts:

Name	Phone #	Relationship
_____	_____	_____
_____	_____	_____

### Student's Responsibilities

- All students requesting academic accommodations are expected to read carefully **all** of the information on the HBU Academic Accommodations **website**. The website will include information such as policies for accommodations, steps to receive accommodations, possible accommodations, specific documentation criteria for different types of disabilities, etc. After reading all of the information on the HBU Academic Accommodations website, the student is to then **complete, sign and date** the **Application for Services and Acknowledgement Forms** (that the student has read all of the information) and then submit the signed form to the Disability Services Director at initial meeting.
- Academic Accommodations are **not retroactive**, and requests for academic accommodations must be made at the beginning of **every semester**. Even after the initial establishment of accommodations process has been completed, you are still required to **come to the office** to make the request in person **every semester** and meet with the Disability Services Director to review and discuss the accommodations requested for that semester and **submit** the completed **Acknowledgement Form and the detailed class schedule for the respective semester**.
- You are required to **update** any changes to the **Student Information (Request for Services)** section when meeting with the Disability Service Director each semester.
- You will be responsible for meeting all academic and behavioral requirements set by the University.
- It is your responsibility to notify the Disability Services Director if you feel that the approved accommodations are not being met.
- You have the right to refuse accommodations by not requesting academic accommodations and letters of accommodations be sent to instructors at the beginning of the semester, or, anytime during the semester, by notifying the instructor and the Disability Services Director **in writing**.