CHAPMAN UNIVERSITY COLLEGE

ADA Accommodation Request- Comprehensive Examination

This form must be completed only by those students requesting ADA accommodations for the comprehensive exam. Students having a demonstrated disability which inhibits performance on this controlled exam must make arrangements for the appropriate accommodation when registering for the exam. Specific documentation of the disability will be reviewed by the Director of the Center for Academic Success who will make a recommendation to the Vice Chancellor of Academic Affairs (VCAA). The VCAA will grant the final approval of the appropriate accommodations if warranted. ***Specific medical documentation (including prior letter from CAS, if available) must be attached to this application for consideration.*** *This form must be submitted with the comprehensive exam application. A new form must be submitted for each exam administration, regardless if the student has received prior approval.*

Exam Date: _____ ☐ **New Application** ☐ **Re-Application**

CUC ID# _____ **Home Campus** _____ **CUC Email** _____

Name _____

Last First Middle Initial

Academic Program _____ **Emphasis** _____

I am requesting the following accommodations: _____

_____

Reason for request: _____

_____

Student Signature ***Date***

Office Use Only

Comment: _____

_____

Campus Director Signature ***Date***

Comment: _____

_____

CAS Director Signature ***Date***

_____***Approve*** _____ ***Disapprove***

Comment: _____

_____

Vice Chancellor for Academic Affairs Signature ***Date***

Routing Information *(for staff use only)*

- Obtain Campus Director signature upon receipt of request.
- Fax request and supporting documentation o CUC Central Office at (714) 628-7350
- CUC Central Office will fax back form to the Campus Director once decision has been reached.
- Campus is responsible for notifying student of the results.