Request to Proctor/Release of Examination

In compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Prevailing University Policy, Adelphi University makes academic accommodations for students with disabilities; the Student Access Office (SAO) coordinates these accommodations. Accommodations for disabilities are determined by SAO on an individual basis, according to documented need and verified by a formal Accommodaitons Approval Letter or Accommodations Card, issued by the Universitys Public Safety Office. Students will present the Approval Letter or Accommodations Card when requesting to utilize their documented accommodations on-file with SAO.

First Name: _______________________
Last Name: _______________________
Instructor's Name: _______________________
Course Title: _______________________
Date of Exam: _______________________
Exam Time: _______________________

What type of Exam?(Full Class/Short Quiz):

Please specify all accommodations that are needed:

It is the student’s responsibility to inform SAO an examination one week prior to the scheduled examination date and to submit a completed Request to Proctor form a minimum of one week prior to the scheduled examination date.

I will not receive nor give information regarding the contents of the examination. Sign Name: _______________________
Cell Phone Number: (______) - _______ - ______________
Email Address: _______________________

(For Student Access Office Use) Department signature: _______________________
(For Student Access Office Use) Date: _______________________

Initials of SAO Staff _______________________

SAO OFFICE USE ONLY

□ CALENDAR □ EMAIL

PICK UP: _______________________

EXAM CONTENT:
# of questions/pages

DROP OFF: _______________________

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