Form must be received no later than 7 days prior to requested date with instructor signature or via instructor email.

Section I (TO BE COMPLETED BY STUDENT)

Student’s Name ___________________________ WKU ID# ___________________
Cell Phone Number ________________________ Email _______________________
Course _______________________________ Instructor _______________________
Accommodation(s) Requested (Check all that apply. Needs will be verified by SARC.)
   ___ Extended time
   ___ Reader
   ___ Writer
   ___ Computer
   ___ Adaptive technology (specify) ________________________________
   ___ Minimal distractions
   ___ Other _____________________________________________________
Requested Date and Time of Exam(s) _______________________________________
Every effort will be made to provide accommodations during the class’s originally scheduled date and time.

Section II (TO BE COMPLETED BY INSTRUCTOR)

Instructor’s Phone Number ___________ Instructor’s Office Location _______________
When is exam(s) scheduled for the entire class? _________________________________
How long does the class have to take exam(s)? _________________________________
In the event that an exam cannot be scheduled during the class’s originally scheduled date and time, the exam must be administered within ______ school days of the original exam.

Exams must be delivered to the SARC office no later than noon the day before the scheduled exam with attached Exam Instructions. Please check which method we can expect to receive the exam.
   ___ Hand delivered to DSU 1074
   ___ Emailed to sarc.testing@wku.edu
   ___ Faxed to 270-745-6289
An email will be sent no later than the afternoon before each scheduled exam to confirm receipt of exam.
Instructor’s Signature ___________________________ Date ______________________

SARC Office Use Only:
Date Received ___________________________ Received By ______________________
<table>
<thead>
<tr>
<th><strong>Mailing Address</strong></th>
<th><strong>Office Location</strong></th>
</tr>
</thead>
</table>
| **Student Accessibility Resource Center**  
Western Kentucky University  
1906 College Heights Blvd #21052  
Downing Student Union, 1074  
Bowling Green, KY 42101-1052 | **Student Accessibility Resource Center**  
Downing Student Union, 1074  
**Email:** [sarc.testing@wku.edu](mailto:sarc.testing@wku.edu)  
**Phone:** 270-745-5004  
**Fax:** 270-745-6289  
**TTY:** 270-745-3030  
**Video:** 270-288-0597 |