



AccessAbility Services
Academic Adjustment Request

Student Name: _____

WCSU ID#: _____ Phone: _____

School & Major: _____

Advisor: _____ WCSU Email: _____

Request Requirements:

- Consult with your faculty advisor about academic requirements for graduation, including general education and major requirements needed for one's degree plan.
- Register with AAS by completing an **Accommodation Intake Form** (<http://www.wcsu.edu/accessability/forms.asp>) and provide appropriate medical documentation that meets the documentation guidelines of AAS.
- Schedule an appointment with AAS Director by calling (203) 837-8225 (203-837-3235 TTY) to discuss the academic situation and to determine the need for additional required documentation.
- Submit your Request for an Academic Adjustment to AAS located in Higgins Annex Room 017. Include the following with your request:
 - A personal statement outlining an explanation of the difficulties one has experienced in foreign language, mathematics/computer science, and/or physical education, including evidence that you have used accommodations for the course and that you have actively pursued academic support,
 - A list of the foreign language, mathematics/computer science, and/or physical education courses you have attempted to date and grades earned, along with number of enrollments attempted in high school and college,
 - A copy of your unofficial high school transcript(s),

Release Consent:

I, _____ (print name), give permission to AAS to discuss the documentation and/or information contained in my file with the appropriate academic personnel for the purpose of an academic adjustment.

Student Signature: _____ Date: _____

AAS Use ONLY:

AAS Request Outcome: FL Substitution MAT Substitution HPX Activity Waived

Denied: _____

Review Date: _____ Staff (initials): _____ Academics Emailed: _____

FL Substitutes: _____ & _____ MAT Substitution: _____