TEST ACCOMMODATIONS REQUEST FORM  
COUNSELING CENTER  
1140 UNIVERSITY AVENUE  
MONROE, LA  71209-1135  
Office: (318) 342-5220   Fax: (318) 342-5228

This form is NOT a certification of disability.

Please complete the appropriate section of this form. Thank you.

I. Student
Name: ___________________________ Date: ________________
CWID: _________________ Phone: ________________________
Email Address: __________________________________________

II. Faculty
Name: ___________________________ Dept. _________________
Department Location: ___________________ Extension: _____________
Email Address: __________________________________________
Approved Test Date and Time: ________________________________
Approved Test Aids (i.e., calculator, text, class notes) ________________
If calculator approved, specify what type: __________________________
Indicate (X) the amount of time allowed for students taking test in the classroom:
50 Minutes ( )  75 minutes ( )  150 minutes ( )  Other (________minutes)
Method of test delivery: fax - ext. 5228 ( ) personal delivery ( ) pick-up ( ) email ( )
Faculty Comments: __________________________________________

III. Counseling Center
Test Arrival Date: _________________ Test Received By: ________________
Counseling Center Comments: ______________________________________

IV. Test Return Confirmation
The signatures below confirm that the attached test has been returned to the faculty or department from which it originated.
Date: _________________ Received by: _____________________________________
Delivered by: ________________________

Academic dishonesty, attempted or accomplished, in any form is unacceptable at the University of Louisiana at Monroe. If clear physical evidence indicative of academic dishonesty is obtained by Counseling Center staff during the testing process, the staff member will have the authority to immediately confiscate the test as well as the item the student is using to cheat. The incident shall be reported to the instructor for further investigation. If the student is found guilty of academic misconduct (cheating), the instructor will report the incident in writing to the department head and/or associate dean (or other appropriate administrator), who will report the incident in writing to the Office of Student Services in order for an appropriate censure to be determined.