

**TEST ACCOMMODATIONS REQUEST FORM  
COUNSELING CENTER  
700 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: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**II. Faculty**

Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Department Location: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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 Judicial Affairs in order for an appropriate censure to be determined.**