Student disAbility Resource Center

Student Handbook

A Student’s Guide

To the

Student disAbility Resource Center Office
California State University, Dominguez Hills
1000 East Victoria Street
Welch Hall D 180
Carson, CA 90747
(310) 243-3660 Voice
(310) 516-4247 Fax

Accommodations for Students with Disabilities
**Student disAbility Resource Center (SdRC)**

Supporting California State University, Dominguez Hills’ commitment to student success, full inclusion and effective communication, this SdRC publication is available in alternate formats upon request by calling Student disAbility Resource Center. You may call direct (310) 243-3660 or via California Relay Systems by dialing 711 and then the above phone number.

This handbook is also available on the California State University, Dominguez Hills website at http://www4.csudh.edu/sdrc/.

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(310) 243-3660 Voice  
(310) 516-4247 Fax  
[Email](mailto:dss@csudh.edu)

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Welcome
California State University, Dominguez Hills is an institution of higher education, dedicated to providing high quality educational programs and related student services. We are responsive to individuals and to the diverse needs of our community.

Student disAbility Resource Center is a program within the California State University, Dominguez Hills Enrollment Management & Student Affairs Division dedicated to students with disabilities and their right to an equal educational experience. A variety of services are available to assist qualified students in the pursuit of their educational goals.

Our Mission
The mission of the Student disAbility Resource Center (SdRC) program is to make all of the University’s educational, cultural, social and physical facilities and programs available to students with disabilities, through the provision of reasonable accommodations. The program serves as a centralized source of information for students with disabilities and those who work with disabilities in the enhancement of their academic, career and personal development.

In order to accommodate students resourcefully and efficiently, all SdRC staff have adopted the following core values:

Knowledge: To provide California State University, Dominguez Hills (CSUDH) employees and students with information and support to carry out the university’s responsibility to students with disabilities.

Equality: To guarantee students with disabilities who have the potential to accomplish academic goals the equal opportunities consistent with our university’s commitment to student success.

Empowerment: To inspire and empower students with disabilities to attain independence and integration allowing maximum participation in the university.

Our Policy
California State University, Dominguez Hills (CSUDH) does not discriminate in its admissions, educational programs, activities, or employment policies on the basis of sex, age, race, religious creed, ancestry, color, national origin, disability, medical condition, marital status, sexual orientation, or veteran status.

General Philosophy
We are pleased that you have chosen to attend CSUDH. Our major focus of the office is on the individual needs of students with disabilities as they relate to the nature of their particular disability and any functional limitations. We believe that with our help at SdRC, you can achieve a greater level of independence; maximize participation in the University’s educational, cultural and social activities in accessible facilities; and ultimately, achieve your goal of graduating from CSUDH.

Definition of Disability
We define a disability as a condition which limits major life functions such as walking, standing, sitting, writing, communicating, seeing or hearing. Students with temporary or permanently disabling conditions are eligible for reasonable accommodations and services. All disabilities must be verified by a treating health care professional; this includes physicians, psychiatrists, counselors, etc.

Purpose of SdRC Student Handbook
The SdRC Handbook is designed to explain services and procedures required for obtaining specific services. It is essential that you follow the guidelines described in this student handbook to insure prompt, efficient and quality reasonable accommodations are available to you.

Issues and Concerns
SdRC requests students to bring any issues or concerns related to service delivery or access to the university’s building, programs, and activities to our attention. Please contact our Director of Student disAbility Resource Center, Patricia Ann Wells, at (310) 243-3660, pwells@csudh.edu for an appointment. Your willingness to make us aware will enable SdRC to address your needs or concerns directly.

Filing a Formal Compliant
Our endeavor is to resolve all issues or concerns quickly and informally. However, if you would like to file a formal complaint/grievance regarding accommodations, services or acts of discrimination, please follow the guidelines in the Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedures for Handling Discrimination, Harassment and Retaliation Complaints by Students – Executive Order 1097 (http://www.calstate.edu/EO/EO-1097.html). If you would like assistance in completing the required complaint forms of Executive Order 1097, please contact SdRC at (310) 243-3660.
**Students**
All students with a verifiable disability that affects one of more major life functions such as walking, standing, sitting, writing, communicating, seeing or hearing, may be eligible for services through SdRC. Examples of disabilities served include, but are not limited to the following:

- Physical or orthopedic
- Visual impairments
- Learning disabilities
- Speech/communication
- Acquired brain injuries
- Deaf and hard of hearing
- Psychological disabilities
- Attention Deficit/Hyperactivity Disorder (ADHD/ADD)
- Other function limitations

Eligible students are provided a system of services individually planned to assist them with their academic needs, as necessitated according to function limitations. Support services are offered to give students the opportunity to participate in university programs and activities.

**Services Available to Students with Disabilities**
(dependent upon the nature of your disability and functional limitations):

- Admission Assistance
- Disability Management Counseling
- Priority Registration
- Faculty Liaison
- Instructor Notification of Need for Accommodation (campus classes & online courses)
- Special Orientation to SdRC Program and the CSUDH Campus
- Alternate Test Site & Test Proctoring
- Accessible On-campus Housing
- Assistive Technology
- Adaptive Educational Materials (textbooks in alternate formats dependent upon the individual nature of your disability) and Equipment
- Liaison with the State Department of Rehabilitation
- Disabled Parking (if Eligible)
- CSUDH Parking Fee Waiver (if Eligible)
- Psycho-educational Assessment
- Testing Accommodations and Proctors
- Sign Language Interpreters
- Note takers
- Captioning
- Course Modifications/Academic Adjustments/Course Assignment Extension
Who is Eligible for Services?

The SdRC office provides accommodations for students with mobility, vision, hearing, learning, psychological, medical and/or physical disabilities. The specific disability must be verified, and there must be an educational limitation that precludes the student from fully participating in general education without additional specialized services. Upon submitting your application to SdRC, you will be asked to provide verification of your disability from an appropriate treating professional such as a medical doctor, therapist, or rehabilitation counselor. You will be eligible to receive disability-related accommodations after this verification is received. Individuals who suspect they may have a learning disability may schedule an appointment to meet with a Disability Management Advisor – Counselor in SdRC to begin the learning disabilities assessment process.

How to Apply for Services?

Getting Started

A. New Student:

Step One: New Student Intake
The first step for students new to Student disAbility Resource Center (SdRC) is our New Student Intake & Orientation. In this session we will discuss SdRC policies and procedures, available support services, and the information we need to complete your student file. Appointments may be made by calling SdRC (310) 243-3660. When making your appointment, please indicate if you will need special assistance during the New Student Intake & Orientation such as a reader, writer or sign language interpreter.

Step Two: Follow-Up Appointments
Following your attendance at a New Student Intake & Orientation, you will be given an appointment to meet with our Learning Disability Specialist or a Disability Management Advisor for a disability management session. It is important that you keep your follow-up appointment. It is during your follow-up appointment that we discuss your individual disability-related issues and determine what kinds of assistance may be needed in order to ensure your full participation in the programs available at CSUDH. It is recommended that you work together with a SdRC Disability Management Advisor – Counselor to establish an educational plan and explore available options in your course of study. Implementation and appropriate use of services will also be discussed.
**Step Three: Register**
You may register for the current or upcoming semester either independently or with the assistance of SdRC staff. Our SdRC support staff and counselors are available to assist you throughout your stay California State University, Dominguez Hills.

B. **Continuing Student:**
You may enroll through online on your own. However, it is recommended you meet with an academic counselor every semester to assist you with selecting appropriate classes for your major. SdRC Disability Management Advisors are available to meet with you to assist with planning and managing course accommodations each semester after you have registered for classes. It is the student’s responsibility to fill out all necessary forms in order to continue services with SdRC (i.e. Request for Testing Accommodation, Student disAbility Resource Center Class Schedule, etc.) every semester.

C. **Returning Students:**
If you have been away for more than 5 years, your file has been terminated. You will have to start with SdRC as a new student by going through our New Student Intake & Orientation again and create a new file. *(See New Student: above)*

**Summary of Procedures to Request Services**
(SdRC Staff are available to assist you with this process.)

1. You have completed the intake and orientation process, filled out all of the necessary forms, and provided documentation of disability.
2. If you are eligible for services you must fill out the “Student disAbility Resource Center Class Schedule” form (see appendix p. 11) prior to seeing a SdRC Disability Management Counselor.
3. Make an appointment with a SdRC Disability Management Counselor.
4. During your counseling appointment, you and your SdRC Disability Management Counselor will identify educational limitations and determine appropriate academic accommodations.
5. Upon Counselor recommendation and student consent, a “Disabled Student – Need for Class Accommodation” letter notifying the instructor that you are receiving services through SdRC will be prepared in hardcopy for on campus instructors and sent via email for online classes.
6. If testing accommodations are authorized, you will need to fill out a “Request for Test Accommodations” form for each exam you would like to receive accommodations for. You must submit the completed form to the SdRC office a minimum of five working days prior to the scheduled exam in order to make proper testing arrangements. The SdRC office cannot guarantee your needs will be met if sufficient working time is not given. A separate form is necessary for each exam for which special accommodations are needed. This form must be returned by the student requesting accommodations, (see appendix p. 11).
You must fill out all of the student and class information but not the instructor’s portion.

You must give the “Request for Test Accommodation” form to your instructor to complete his/her portion.

Your instructor must sign the “Request for Test Accommodation”.

The “Request for Test Accommodation” form must be completed and submitted a minimum of five working days prior to the scheduled exam.

The “Request for Test Accommodation” form must be filled out for each exam.

You must take the test the same day and time as requested on your “Request for Test Accommodations” form. If you are not able to take the test as request on the “Request for Test Accommodations” form, you must notify the SdRC office and your instructor.

You will only be able to reschedule a testing day and time with the instructor’s approval.

If there are issues or problems with the testing accommodations, please make an appointment with a SdRC counselor for assistance.

Course Modifications/Academic Adjustments/Course Assignment Extension

SdRC acknowledges that due to the nature of a student’s disability, the student may seek a course modification as an academic adjustment. SdRC strongly encourages students to notify SdRC as early as possible if this is the case. If you are experiencing a disability–related issue that would prevent you, for example, from completing an assignment (s) or course requirement in accordance with course due dates, you should contact SdRC right away. It is a student’s responsibility to contact SdRC with a request for course modification as an academic adjustment so that the SdRC procedure for the request can take place. If a student makes a request for a course modification as an academic adjustment to an instructor, the instructor will inform the student of the student’s obligation to contact the SdRC office.

Procedure

SdRC will review student requests for course modifications as a request for an academic adjustment, and where the student request is for due date extensions on an assignment, SdRC will review the request within 2 business days of receipt of the request. All requests are reviewed on a case–by-case basis and are provided adequate and thorough consideration by the SdRC team of Disability Management Advisors. Upon completion of the SdRC team review, a recommendation will be submitted to the SdRC Director. The SdRC Director will review the recommendation of the SdRC team of Disability Management Advisors and will notify you (the student) at the end of the two day review period of the outcome of your request for a course modification, academic adjustment or extension of course assignment due dates. If your request has been approved by SdRC, SdRC will provide you and any associated instructor with a letter to support the approved accommodation.

If SdRC denied your request, an appointment will be scheduled for you to meet with the SdRC Director for review of your request. If you are not in agreement with the decision of the SdRC Director, after your scheduled meeting, you will be directed to schedule an appointment with the CSUDH Dean of Students as an appeal.
Please note: Before you discuss accommodations with faculty, you should have already submitted documentation to SdRC. Faculties are not expected to evaluate disability documentation. By law they are not required, nor advised, to provide accommodations unless the student has submitted the necessary documentation to the Student disAbility Resource Center office. Student disAbility Resource Center is the university’s official entity charged with receiving student requests for reasonable accommodations or modifications. All university sanctioned accommodations or modifications are to be authorized by the Student disAbility Resource Center office. All other accommodations or modifications not authorized by Student disAbility Resource Center may not be appropriate or consistent with the Student disAbility Resource Center department practices or compliant with Section 504 or ADA.

Rules of Conduct
All students who attend California State University, Dominguez Hills, including students with disabilities, are expected to be familiar with the CSU Standards of Student Conduct and Campus Rules and to abide by them.

For more information about the rules and possible consequences for violating them, all students should consult the University Catalog, Schedule of Classes or visit the CSUDH university home page at:
http://www.csudh.edu

Knowing Your Responsibilities
California State University, Dominguez Hills (CSUDH) provides you with a variety of academic assistance and personal support, but it is up to you to know when you need help and to seek it out. It is your responsibility to keep informed and to obey the rules, regulations and policies which control your academic standing and your life as a CSUDH student. Meeting deadlines, completing prerequisites and satisfying the degree and certificate requirements, as found in the CSUDH university catalog and in this handbook, are all part of your duties as a student. Consult your CSUDH university catalog, the university website, and the schedule of classes for the information you need.

Knowing Your Rights
Family Educational Rights and Privacy Act (FERPA)
All student records of California State University, Dominguez Hills (CSUDH) are maintained in accordance with the provisions of the Family Rights and Privacy Act. The two basic elements of the act are the student’s right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties. The office of Student disAbility Resource Center adheres to all FERPA requirements.
Appendix

Online forms:
http://www4.csudh.edu/sdrc/forms/index

Class Schedule Form Link:
http://www4.csudh.edu/Assets/CSUDH-Sites/SDRC/docs/2016%20Class%20Schedule.pdf

Test Accommodation form Link:
http://www4.csudh.edu/Assets/CSUDH-Sites/SDRC/docs/2016-test-accommodation.pdf
APPLICATION FOR SERVICES

(Please print legibly in ink)

Last Name: _______________________________________________  First Name: ____________________________________________

CSUDH Student ID: ____________________________________________

Date of Birth (mm/dd/yyyy) ______________________________  Gender:  Male ______________  Female_______________

Mailing Address:
______________________________________________________________________________________________________________

Home Phone: __________________________________________  Cell Phone: ____________________________________________

E-mail Address: ____________________________________________________________________________________________________

Student Status (check one):

_____ Current CSUDH Student    Class Level: ________________________________

_____ Registered through Extended Education

_____ Applying to CSUDH for (semester) _________________________ (Year) __________________________

Are you a client of Department of Rehabilitation?  ____ Yes  ____ No

Are you on active military duty:  ____ Yes  ____ No

Are you a Veteran?  ____ Yes  ____ No

   Veteran – Service-connected Disability?  ____ Yes  ____ No

   Veteran – Using Vocational Rehabilitation Services from VA?  ____Yes  ____ No

Revised: January, 2016
Please describe your disability:
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________

Give the name, address and phone number of someone who may be contacted in case of emergency
Name ___________________________ Phone# ___________ Relationship _______________
Name ___________________________ Phone# ___________ Relationship _______________

List any medications you take and the dosage:
Medication: ___________________________ Dosage: _______________
Medication: ___________________________ Dosage: _______________
Medication: ___________________________ Dosage: _______________

Treating Professional (Physician or Psychologist)
Name________________________________________________________________________________
Address______________________________________________________________________________
City_________________________ State_____________ Zip Code_________ Phone__________________

Please write a brief statement telling us about your personal, academic and career goals and how CSUDH contributes to the achievement of your goals.
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
Student disAbility Resource Center

Confidentiality Policy

Your right to privacy and confidentiality is a high priority at the Student disAbility Resource Center (SdRC). Our policy on disclosure of information conforms to the University’s policies and state federal law.

Student disAbility Resource Center practices the Family Educational Rights and Privacy Act (FERPA), which is a law that protects student’s educational records and prevents the improper disclosure of these records. As a SdRC student, you must sign a release of information and specify the individual to whom you are authorizing the release of disability-related information.

Except as noted below, no information regarding a student’s disability or use of services will be released to parties outside SdRC without written consent:

- Information may be shared with the course of consultation with or referral to other appropriate professionals in Student Affairs, CSUDH, when in the best interest of the student.
- For the purpose of providing priority registration and other academic services which benefit the student, I.D. numbers of those eligible are provided to the Office of the Registrar. However, no record of disability appears on any academic transcript or permanent document maintained by the Office of the Registrar.
- For legally mandated audits, I.D. numbers may be provided to the CSU Chancellor’s Office.
- When required by court order, the specific information requested may be released.
- In extreme situations where immediate harm to self or others may result, the law may require that essential information be reported to appropriate parties.

If you have questions or concerns regarding your privacy or the limits of confidentiality, we encourage you to discuss this with your SdRC counselor/advisor.

Informed Consent

I have read and I understand the confidentiality policy as stated above.

Student’s Signature (in ink): _____________________________________________________________

Date: _____________________________ Witness to student’s signature: _________________________
Disability Verification

The student named below may be eligible for support services at CSU, Dominguez Hills. In order to provide services, we must have a verification of disability as defined at the bottom of this page. Please attach a business card.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>M.I.</th>
<th>Student ID#</th>
</tr>
</thead>
</table>

Address                                                                                   City
State                                         Zip code

Please Provide The Following Information In Full:

1. Description of Disability (ies)________________________________________________________________
   _______________________________________________________________________

2. Functional/Academic Limitations (i.e. limited ambulation/visual acuity/degree of hearing, etc.): ____________________________
   _______________________________________________________________________

3. Prescribed Medication which may affect a student’s performance in school: ________________________________
   _______________________________________________________________________

4. The above – mentioned disability (ies) is/are:
   _____ Permanent/Chronic   _____ Temporary   _____ Less than 45 days   _____ 45 days or greater

5. Recommended assistance   _____ Yes   No   If yes, please be specific. ____________________________________________
   _______________________________________________________________________

6. This disability is:   _____ Observable   _____ Not Observable

Section 504 of the Rehabilitation Act and the American with Disability Act (ADA), provides the following definition of a disability: …any person who (I) has a physical or mental impairment which substantially limits one or more major life activities (II) has a record of such impairment or (III) is regarded as having such impairments.

It is understood that information furnished on this form is provided with written release from the above named student and will be used in confidence for the educational benefit of the student.

___________________________________________                                            ______________________________________
Signature of Certifying Professional                      Print Name

Title                                                                                                                                            Date

Revised 1/2016
Student disAbility Resource Center
1000 E. Victoria St., Carson, CA 90747 • Tel 310-243-3660 • Fax 310-516-4247 • dss@csudh.edu

Name:_____________________________________ Primary Number:____________________________________
Address:__________________________________ Email address:______________________________________
City:______________________________________ Disability:__________________________________________
Semester: ____________________________             I.D.# ___________________________________________

Are you enrolled through Extended Education (Open University)?  Yes _____  No_____

Please fill in the classes that you wish to receive accommodation letters for.

<table>
<thead>
<tr>
<th>Department Name &amp; Number</th>
<th>Section</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
<th>Instructor's Last Name</th>
<th>Building &amp; Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Bio 310</td>
<td>02</td>
<td>3</td>
<td>Mon &amp; Wed</td>
<td>5-6:15 pm</td>
<td>Dr. Smith</td>
<td>NSM – A106</td>
</tr>
</tbody>
</table>

Please complete:

In order to complete your request for accommodation letters, please read and sign the Release of Information statement below. The letter(s) will not replace the need for you to discuss specific accommodations with each instructor however it will legitimize your request. Please attach a copy of your my.csudh schedule along with this form.

**Release of Information:**

I hereby authorize the Student disAbility Resource Center to release to the instructors listed above medical, psychological, and/or educational information pertaining to my disability.

______________________________________________________
Sign and Date

Please check accommodation needed:

___ Reader    ___Writer      ___Extra Time
___ Other: ____________________________________________

For SdRC use only: Signature and date that accommodation letter (s) were picked up:_____________________
Disability verified by:________________________________________________________
Revised: Jan 2016
Printing My.CSUDH Schedule

1. Goto https://my.csudh.edu
2. Sign in with your csudh username and password
3. Click on Student Center

4. In the Academics section
   a. From the drop down box select: Class Schedule
   b. Click the circle next to the drop down box.

5. Select the Term
6. Click Continue button
7. Click Printer Friendly Page
8. Goto File >> Print
9. Print Page

*Note steps 8,9 will not be the same for every browser. Use the steps that are best for you.
Request for Test Accommodations
This form needs to be completed and submitted to the SdRC office a minimum of 5 Business Days prior to the scheduled exam to receive testing arrangements. If you have any questions, SdRC number is (310) 243-3660. A separate form is necessary for each exam where accommodations are being requested. The student needs to return this form in order to request accommodations.

**PLEASE PRESS FIRMLY**

FOR ALL FINAL EXAM REQUESTS, PLEASE SUBMIT BY APRIL 22, 2016

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### I - Student:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>ID #</th>
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<tbody>
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<table>
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<tr>
<th>Phone #</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Course (eg. Eng 350)</th>
<th>Instructor’s Name</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Circle Accommodation:
- Reader
- Writer
- Extra Time
- Alternate Site
- Computer
- C.C.-TV
- Calculator
- Dictionary

Other (please explain):

---

### II - Instructor (complete all 3 sections):

#### A - Instructor may proctor exam, which includes allowing sufficient time to complete tests and provide a suitable alternative test site. The alternative site must be accessible with limited distractions.

1) **Date exam is to be taken:** (Mon-Friday 8:30-4:50pm) 
   **Exam start time:** 

2) **How much time will the class be given to take exam?**
   
3) **Proctoring Instructions**
   
   ______________________________________________________________________
   ______________________________________________________________________

#### B – Please circle the number of how SdRC will obtain the test (3 DAYS BEFORE THE EXAM):

1) SdRC will pick-up test from your Department Office (Building & Room): 
2) Instructor will deliver the exam to SdRC Office WH D-180 
3) Instructor will email the exam to SdRC (dss@csudh.edu)

#### C – Please circle how SdRC will return the test:

1) SdRC deliver the exam to your Department mailbox (Building & Room): 
2) Instructor will pick-up the exam from the SdRC Office WH D-180

**Instructor’s Office Extension:**

**Other Contact Number:**

**Instructor’s Signature:** ___________________________ **Date:** ___________________________

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### SdRC Office Only

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

________________________________________________________________________

________________________________________________________________________

SdRC Office: Picked- up by ___________________________ **Date:** ___________________________ **Returned by:** ___________________________ **Date:** ___________________________

Proctored by ___________________________ **Date:** ___________________________ **Form Received by:** ___________________________ **Date:** ___________________________

**White:** Student  **Pink:** SdRC  **Canary:** Return to Instructor

Revised: 1/2016