



English as a Second Language (ESL) Student Exam Accommodation Policy & Request Form

- Students determined to be English as a Second Language (ESL) Learners may receive, for no more than 2 semesters, up to 50% additional time on approved exams and may also request usage of a native language translation dictionary.
- All Accommodation Request Forms must be submitted at least two weeks before an examination.
- The accommodation request, if granted, is a recommendation to be considered by the course professor and is not guaranteed.
- Translation dictionaries are not provided by the University. The dictionary provided by the student may not contain additional writing and will be inspected before each use.
- Faculty members strongly encourage international students for whom English is a second language to take their school exams gradually without any additional time in preparation for subsequent standardized exams.

Last Name _____ First Name _____ Student ID _____

Address _____ City, State, Zip _____

Telephone: Home () _____ Cell () _____

E-mail _____ Major _____

Current Class Standing: Freshman Sophomore Junior Senior Graduate

Native Language _____ Country of Citizenship _____

Years of English _____

How long have you lived in an English speak speaking country, whether consecutively or not? _____

Did you take the TOEFL? Y / N (circle) If Yes, list: Date: _____ Score _____

Have you attended school in the U.S. prior to Cardinal Stritch University? (check one) _____ Yes _____ No

If Yes, list school(s), duration, and degree/date earned for each school:

School _____ Duration _____ Degree/Date _____

School _____ Duration _____ Degree/Date _____

Have you received accommodations for ELL at any other U.S. Institution? _____ Yes _____ No

If you answered yes to the question above, please explain in further detail: _____

Degree Program at Stritch: _____ Expected Graduation Date: _____

For each course for which accommodation is sought, list:

Course: _____ Professor: _____
 Do you request: extra time? Y / N (circle); use of a dictionary? Y / N (circle)

Course: _____ Professor: _____
 Do you request: extra time? Y / N use of a dictionary? Y / N

Course: _____ Professor: _____
 Do you request: extra time? Y / N use of a dictionary? Y / N

Course: _____ Professor: _____
 Do you request: extra time? Y / N use of a dictionary? Y / N

Course: _____ Professor: _____
 Do you request: extra time? Y / N use of a dictionary? Y / N

Certification of Requesting Party

I certify the above responses and statements are true and correct. I acknowledge that any misrepresentation made on this form can be grounds for a disciplinary proceeding.

Student Signature

Date

To submit form and/or if you have any questions or concerns, please contact:

Coordinator of International Education & Study Abroad: srsweeney@stitch.edu (414) 410-4187
 or

Coordinator of Student Accessibility Services: meschade@stitch.edu (414) 410-4828

FOR OFFICE USE ONLY

_____ Approved _____ Denied Date ____/____/____

Coordinator of International Education Signature _____

Coordinator of Accessibility Services Signature _____

Comments _____
