



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 _____
