

Bronx Community College
of the City University of New York
Division of Student Affairs
Office of disAbility Services – Loew Hall Room 211
Phone: 718 289-5874
Website: www.bcc.cuny.edu/disabilityServices/
email: disabilityservices@bcc.cuny.edu

Confidentiality

A word about confidentiality, we maintain disability records in a confidential manner as defined by FERPA. Information you provide to us is not released, unless we have your written consent. There is one exception to this, if there is a direct threat to the safety of you or another individual, we are obligated to release information to appropriate professionals without consent.

Exam and Quiz Accommodations

The Office of Disability Services (ODS) is committed to maintaining the academic integrity of Bronx Community College. Students with disabilities who are eligible for exam accommodations may choose to make accommodation arrangements directly with the instructor, or the student may choose to make arrangements with the Office of Disability Services. Students who choose the second option must make arrangements prior to the exam as outlined below:

1. There is a form you must complete and return to the Disability Office in order for extended time and a separate location to be provided; it is the *Request to Proctor Exam* form. We need this form completed and returned to our office at least a week prior to the date of the exam. These forms are available in Loew Hall, Room 211.

2. *Request to Proctor Exam:* Write your name, the Course and Section#. Have the instructor fill in the information regarding the exam. Return the form to the Disability Office in a timely manner. When we receive the form, we request the exam from the department. The exam will be in the Disability Office, waiting for you.

3. If the Disability Office does not receive a completed *Request to Proctor Exam* form from you, we assume you have made other arrangements with the instructor to take the exam. We do not contact the instructor, or you.

If the *Request to Proctor Exam* form is brought to the Disability Office late (less than five days before an exam) we will not have time to make testing arrangements, and you will not be able to take the exam at the Disability Office.

4. If you returned the form, but do not show up to take the exam at the scheduled time, the exam will be returned to the instructor who will determine if rescheduling is appropriate. To reschedule the exam, a new form must be completed and submitted to the Disability Office in a timely fashion.