Good Faith Effort With Accommodations Documentation

Checklist

Good Faith Effort With Accommodations Documentation should be in writing and all statements should be attached to the *Petition for Substitution/Waiver of Associate Degree or Certificate Requirements Based on Verified Disability* when it is submitted to the Disabled Student Programs and Services (DSPS) specialist.

❒ 1. Document that you began your course sequence at the appropriate level as suggested by your college placement test(s) or verification from a counselor or admissions official.

❒ 2. Document that you used the services authorized on your DSPS Student Educational Contract (e.g., extended time on exams and tutoring). Verification of services can be obtained through the DSPS Support Services Office and your DSPS specialist.

❒ 3. Document tutoring assistance. The Academic Tutoring Center, Math or Writing Labs, and DSPS Academic Support can provide written verification. If other sources have been used by you, have the person(s) helping you write a letter verifying you participated regularly in tutoring or a study group.

❒ 4. Request that your instructor write a statement regarding:
   a) lack of possibility that you would complete the course successfully by the deadline to drop with a “W”; and
   b) that you attended class regularly, turned in the required assignments, took the exams, and met with the course instructor to discuss problems and concerns.

Review all documentation with your counselor or DSPS specialist to ensure you have the necessary verifications for demonstrating you have met "Good Faith Effort With Accommodations" criteria.

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