

Remote Instruction Request Form

Student Name: _____ Term: _____ 20____

Coyote ID: _____ CSUSB Email: _____@coyote.csusb.edu

Phone: _____ Check One: Home Work Cell

1. It is **MY** responsibility to submit the completed request form at least thirty (30) days prior to the start of the term. Exceptions are handled on a case-by-case basis.
2. It is **MY** responsibility to ensure this form is filled out completely and correctly. The lack of any pertinent information may impact SSD's ability to ensure the provision of accommodation.
3. I am aware that eligibility for remote instruction for one class does not guarantee remote instruction for all classes, given that remote instruction could alter fundamental course requirements.
4. I understand that I will need to meet with my disability counselor and engage in an interactive process to determine eligibility for this accommodation and provide documentation that supports my request.
5. I am aware I am authorizing SSD to release information related to my accommodations for coordination of remote instruction. Persons may include faculty, departmental staff, and SSD.
6. It is **MY** responsibility to log into class via Zoom and if I fail to log in within twenty (20) minutes of class starting, the class aide will log off.

I have read and agree to the above responsibilities and statements.

Student Signature: _____ Date: _____

Course Number & Section: _____ Course Registration No: _____

Days/Time: _____ Location: _____ Instructor: _____

Office Location: _____ Department Location: _____ Office Hours: _____

Instructor Email: _____@csusb.edu

Information for the Instructor:

If remote instruction is approved for the course:

1. I verify that remote instruction will not alter fundamental or core requirements of the course.
2. SSD will have a class aide present in the class so that a Zoom room can be created for the student to log into. In the event the professor has the ability to create a Zoom room for the student, a class aide will not be used.

If remote instruction is not approved, either partially or in total:

1. I have discussed and provided rationale to SSD how remote instruction will alter essential course requirements.

Instructor Signature: _____ Date: _____