

SUBMITTING REQUESTS FOR TESTING ACCOMMODATIONS

If you plan to use your testing accommodations, you are required to submit an exam request through AIM. A separate exam request must be submitted for each exam you plan to take with accommodations. Exam requests must be submitted at least three (3) business days in advance, during business hours **(8:00am–5:00pm)**. Please note that Saturdays and Sundays do not count as business days. We require five (5) business days in advance for final exams. Example: If your exam is on a Wednesday, you must submit your exam request by 5:00PM the Friday before your exam.

SUBMIT YOUR

REQUEST ON/BEFORE:

DAY OF TEST

MONDAY



THURSDAY

TUESDAY



FRIDAY

WEDNESDAY



MONDAY

THURSDAY



TUESDAY

FRIDAY



WEDNESDAY

Please contact arc-as@cuaa.edu or stop by the **ARC** located in the North Building Room 125