

## SERVICES REQUEST TIMELINE

In order to ensure sufficient time to make provisions for appropriate accommodations and auxiliary aid(s), students must request approved accommodations in a timely manner, through myDRS, unless otherwise noted. Below is a list of services and appropriate timelines for most circumstances.

If a request is submitted after the relevant deadline, DRS will make every reasonable effort to accommodate the request but cannot guarantee that such a request can be met. Accommodations are approved throughout the quarter, but are not retroactive.

Untimely requests may result in delay, substitutions, or the inability to fulfill the request(s).

Full descriptions of each service can be found at <http://depts.washington.edu/uwdrs/current-students/accommodations/>

TYPE OF SERVICE	TIME REQUIRED
<b>Accessible Instructional Materials</b>	Requests for <i>non-STEM text-to-speech conversion</i> and <i>image file conversion</i> are due <b>at least 4 weeks</b> prior to the first day of class.  Requests for <i>all other</i> accessible instructional materials are due <b>at least 6 weeks</b> prior to the first day of class.
<b>Classroom Services</b>	Requests for classroom services (Classroom Relocation, Accommodation Furniture, Scribes, Lab Assistants, etc.) are due <b>at least 4 weeks</b> prior to the first day of class.
<b>Communication Access</b>	Requests for <a href="#">communication access services</a> (Real-Time Translation, ASL Interpreters, Video Captioning, etc.) are made through myDRS. Recurring classroom and multi-day event requests are due <b>at least 5 weeks</b> in advance. Requests for one-time events and meetings are due <b>at least 10 days</b> in advance.
<b>Clinicals, Clerkships, Practicums, Externships, Internships, etc.</b>	Accommodations for non-classroom activities must be discussed <b>as soon as possible</b> with your DRS Coordinator, since accommodations at these sites can require a multi-department effort.
<b>Disability-Related Absences Agreement</b>	For each class, complete a <a href="#">Disability-Related Absences Agreement</a> with your instructor (through myDRS), <b>before the end of the second week of the quarter</b> .
<b>Exam Accommodations</b>	For each class, complete an <a href="#">Alternative Testing Agreement</a> with your instructor (through myDRS), as soon as possible. Then, schedule non-final exams <b>at least 5 business days</b> in advance, and final exams <b>10 or more business days</b> in advance. Please visit the DRS Testing Center web page for more information.
<b>Foreign Language Requirement Substitution</b>	Foreign language substitutions should be requested <b>as soon as possible</b> , as multiple departments work together and need sufficient time to process requests. Please visit the DRS <a href="#">Foreign Language Requirement</a> web page for more information.
<b>Hardship Withdrawal Petition</b>	Petitions are due <b>within one year</b> of the quarter being appealed. Please visit the UW <a href="#">Hardship Withdrawal</a> web page for more information.
<b>Housing Accommodations</b>	Requests are due <b>at least 3 months</b> prior to the anticipated move-in date. Please visit the DRS <a href="#">On-Campus Housing</a> web page for more information.
<b>Notetaking Services</b>	<a href="#">Notetaking services</a> requests are due <b>at least 2 weeks</b> prior to the first day of class.
<b>Reduced Credit Load - Financial Aid Priority Appeal</b>	Requests for <a href="#">reduced credit load</a> ( <i>Priority Appeal Reduced Credit Load Requests</i> ) are due <b>at least 4 weeks prior</b> to the first day of class.
<b>Study Abroad</b>	Accommodation requests are due in writing <b>at least 8 weeks</b> prior to the departure date.
<b>Tuition Forfeiture Petition</b>	Petitions are due <b>within one year</b> of the quarter being petitioned. Please visit the <a href="#">Tuition Forfeiture page</a> on the UW website for more information.

# SPRING 2019: ACADEMIC CALENDAR

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Spring Break</b>	<p><b>Schedule Testing Center exams as soon as possible!</b> Requests for approved testing accommodations must be submitted in a timely manner through myDRS.</p> <ul style="list-style-type: none"> <li>• <b>Exam requests:</b> 5+ business days in advance</li> <li>• <b>Finals Week requests:</b> 10+ business days in advance</li> </ul>		March 26	27	28	29	30
<b>Week 1</b>	31	<b>April 1</b> <b>First Day of Classes</b> <i>Registration Period 3 begins</i>	2	3	4	<b>5</b> <i>Last day to add/drop/change in Registration Office w/o \$20 fee</i>	6
<b>Week 2</b>	<b>7</b> <i>Last day to add/drop/change on MyUW w/o \$20 fee</i>	<b>8</b> <i>Late add period begins (entry codes required)</i> <i>Unrestricted drop period begins (\$20 fee)</i>	9	10	11	12	13
<b>Week 3</b>	<b>14</b> <i>Last day to change to/from audit</i> <i>Last day of unrestricted drop period</i>	<b>15</b> <i>Late drop period begins (annual drop +\$20)</i> <i>Priority registration begins (Summer 2019)</i>	16	17	18	<b>19</b> <i>Tuition due</i> <i>Spring 2019 graduation applications due</i>	<b>20</b> <i>Last day to activate SP19 U-PASS on transit</i>
<b>Week 4</b>	<b>21</b> <i>Last day to add courses through myUW</i>	22	23	24	25	26	27
<b>Week 5</b>	28	<b>29</b> <i>DRS Accommodations: 8 weeks prior to first day of class (Summer Quarter)</i>	30	<b>May 1</b> <i>Housing accommodation approval deadline for Summer 2019</i>	2	3	4
<b>Week 6</b>	5	6	7	8	9	10	11
<b>Week 7</b>	<b>12</b> <i>Last day to change S/NS grade option</i> <i>Last day of annual drop period</i>	<b>13</b> <i>DRS Accommodations: 6 weeks prior to first day of class (Summer Quarter)</i>	14	15	16	17	18
<b>Week 8</b>	19	<b>20</b> <i>DRS Accommodations: 5 weeks prior to first day of class (Summer Quarter)</i>	21	22	23	<b>24</b> <i>10 business days before Monday final exams</i> <i>DRS Accommodations: 4 weeks prior to first day of class (Summer Quarter)</i>	25
<b>Week 9</b>	26	<b>27</b> <b>No Classes</b> <i>Memorial Day</i>	<b>28</b> <i>10 business days before Tuesday final exams</i>	<b>29</b> <i>10 business days before Wednesday final exams</i>	<b>30</b> <i>10 business days before Thursday final exams</i>	<b>31</b> <i>10 business days before Friday final exams</i>	<b>June 1</b>
<b>Week 10</b>	2	3	4	5	6	<b>7</b> <b>Last Day of Classes</b> <i>Last day to change variable credits or withdraw (drop all)</i>	<b>8</b> <i>Final Examinations</i>
<b>Finals Week</b>	<b>9</b> <i>Finals</i>	<b>10</b> <i>Finals</i> <i>DRS Accommodations: 2 weeks prior to first day of class (Summer Quarter)</i>	<b>11</b> <i>Finals</i>	<b>12</b> <i>Finals</i>	<b>13</b> <i>Finals</i>	<b>14</b> <i>Finals</i>	<b>15</b> <i>Commencement (Seattle)</i> <i>Housing accommodation approval deadline for Autumn 2019</i>