



Academic Adjustments for Students with Limited English Proficiency (LEP)

Student's Name confirming Limited English Proficiency:

The above BTC (Bellingham Technical College) student self-identifies as having Limited English Proficiency and is requesting academic adjustments. The form will be taken by the student or BTC employee who has signed the form to the Assistant Director of Student Diversity, Outreach & Retention in the Office of Outreach, Advising, and Counseling (CS 106A). Students will maintain a copy of their academic adjustment form. Students are responsible to show a signed copy to all faculty members during their time at BTC. Faculty may ask for a copy of this form from the student. The student may update this form to change adjustments but must resubmit the form to the Office of Outreach, Advising, and Counseling. The student must also notify faculty at least 1 week prior to an assessment after they have changed and resubmitted the form.

The following academic adjustments are being requested:

- ☐ Extended time (1.5X) on quizzes and tests
- ☐ Reduced distraction testing location
- ☐ Extended time (1.5X) for in-class essays
- ☐ English Dictionary-may or may not be allowed in a specific class depending on the content, e.g., medical terminology.

NOTE: Dictionaries are not provided by the college although a limited number are available for check out in the library.

- ☐ Recorded Lectures

Extended time may be provided by faculty in the classroom, if that is an option, or may be provided in the Assessment Center by prior arrangement. Contact the Assessment Center at assessment@btc.edu to arrange for extended testing time.

I am a student having Limited English Proficiency and am eligible for the academic adjustments requested above which are effective from this date forward. It is my responsibility to inform my faculty of these adjustments by providing them with a copy of this form.

Signed: _____ Date: _____

Employee Signature

Date entered filing system:

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