

EXAM ACCOMMODATION REQUEST DEADLINE TABLE

Exam accommodations requests must be submitted no later than 3 business days (Monday- Friday) in advance of the exam date. Students can deliver the form in person to the DSS office (Fenster Hall, Room 260) or send the form via email to: dss@njit.edu. The table below will assist students to determine the deadline to provide the CARF or TARF. If the exam occurs on the day listed in the “Exam Day” column, DSS must receive the CARF or TARF on or before the day listed in the “Request Form Due Day” column. For example, if the exam occurs on Monday, DSS must receive the CARF or TARF on or before the previous Tuesday.

EXAM DAY	REQUEST FORM DUE DAY
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday