Date: Date

To: Instructor

From: Beth Rodgers-Kay
Coordinator of Disabilities Services and Support

Re: Recommended Academic Accommodations for Student

Student has been consulting with the office regarding a documented disability and has been encouraged to talk to instructors early in the semester regarding the following accommodations, which have been determined to be appropriate academic adjustments for her:

- Extra time on all exams and quizzes administered by the faculty member (extra time means time and one-half)
- Extra time on all exams and quizzes administered by the registrar (extra time means time and one-half)
- Use of a laptop for essay exams
- Use of a notetaker
- Low distraction testing

Although faculties (and their teaching assistants) are obliged to provide the accommodations listed above, they are not required to provide accommodations different from or in addition to those listed. If you have any questions or concerns about how to provide any accommodations indicated, please feel free to contact me at the Office of Undergraduate Academic Affairs (x63470).

Please remember that all information about a student’s disability and accommodations is confidential.