

## Sample Accommodation Letter for Faculty

Dear Professor:

This student, Jane Doe, is registered in your Biology 101 course for the Fall 2019 term. She has provided the disability services office with documentation supporting the need for accommodations or academic adjustments (listed below) to help offset the functional limitations of a disability. As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University has an obligation to make accommodations available.

If a student with a disability is unable to perform certain academic tasks in the traditional manner, alternative methods can usually be found to enable his or her full participation in classroom activities and on evaluations. Such academic accommodations are provided below in the spirit of equalizing opportunity rather than lowering standards or waiving requirements. Please meet with the student individually to discuss specific course requirements, identify areas that may be affected, develop a plan of action, and work out the logistics for providing the accommodations listed below. Please also follow-up before and after exams to ensure that implementation is effective.

If you have any concerns about these accommodations compromising an essential requirement of your course, please call the disability services office to discuss these concerns and work out alternatives. We look forward to working with you.

Sincerely,

Mary Smith  
Disability Specialist

### **Classroom**

- Front row seating
- Help finding notetakers
- Copies of overheads & PowerPoint
- Large print hand-outs
- Visual material described
- Physical assistance in labs

### **Exams**

- Extended time
- Large print exams

### **Web**

- Extended time for tests
- Alternate format for tests
- Screen reader compatibility
- Discussion board in lieu of chat
- Videos: make visual info accessible