ADA Accommodation Notification Letter

Effective for Fall 2015 Semester
Date Issued: August 1, 2015
RE: Student Name, 900000000

Dear Professor:

I am writing to introduce you to Student Name who is enrolled in your course this semester. Student Name has a documented disability and has been approved for the specific accommodations listed below. The accommodations listed are not retroactive and become effective as of the date of submission to the professor.

Assisting students with disabilities in receiving their approved accommodations is a collaborative responsibility for students, faculty and the Access Center staff. Academic accommodations and adaptive technology help to ensure that registered students have equal access and the ability to benefit from all the institutions programs, activities, and services.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Student Name should be provided the following accommodations:

Classroom Accommodation(s) (Faculty are responsible for providing)

• Professor recruits Peer Notetaker upon student request (Separate Notetaker Recruitment Form provided by student)

• Professor must provide student electronic copies of Overhead/PowerPoint presentations (Professor and student to discuss distribution of print material)

• Professor to provide student with option, if applicable to substitute individual/group presentation with 1 to 1 presentation with instructor or separate project

• Professor to allow student to take limited breaks during class

• Professor to assist student with Preferred seating: Front of class

• Professor must provide course handouts and online materials that are accessible by the student (Professor and student must meet to discuss accessible format of materials. Professor should contact Access Center if assistance is needed in providing
accessible materials.)

• This Student's disability might impact class attendance. Please review your class attendance/late assignments/exam make-up policy with this student. If the student requests additional flexibility (exceptions) to your stated policy the student is required to schedule a “Flexibility Analysis Appointment” with the Access Center Director. The Access Center will either send you a copy of the approved flexibility accommodations or contact you for additional information. If the student experiences an exacerbation of their condition towards the end of the semester, and has satisfactorily completed at least 75% of the course work with a passing grade the faculty member agrees to grant the student an I (Incomplete). Incomplete work must be completed within one calendar year or the “I” notation will convert to an “F”. Please refer to the current Student Policy Handbook for additional details on the incomplete process.

**Access Center Accommodation(s)**

• Priority registration

• Textbooks converted to alternative accessible format

Exam Accommodations (Unless otherwise arranged, all accommodated exams are to be taken in the Access Center Testing Suite, Plaza 124)

• Extra time: 100 %

• Distraction-Reduced Environment

**Student Name** is responsible for discussing the above approved accommodations and determining which are applicable in relation to your course requirements. Please be aware that any disability-related information the professor has about this student is confidential and discussions with the student should occur in a private setting. If you have any questions regarding these approved accommodations or would like assistance implementing them, please contact our office at 303-556-8387.

Your cooperation is not only appreciated, but is essential to the university meeting its legal obligation.

Greg Sullivan, Accessibility Coordinator,
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