

Accommodations Request Form

****PLEASE NOTE THIS INFORMATION IS CONFIDENTIAL****

Dear Dr. Professor,

Sally Student has a disability and is formally registered with the Enhancement Program – Disability Services. Student is registered for THEO 210 01 during spring semester and is eligible to receive academic accommodations for her disability. Provision of reasonable classroom accommodations for students with disabilities is supported by the Americans with Disabilities Act (ADA) of 1990 and by Section 504 of the Rehabilitation Act of 1973.

Students who have been approved to receive accommodations have submitted documentation from a professional which verifies their diagnosis and supports their request for accommodations. Essential course requirements do not have to be waived or modified for students with disabilities. Please note that additions may be made to Student's accommodations throughout the course.

Student has been approved to receive the following accommodations when requested:

- Alternate format texts (arranged by our office)
- Note takers (arranged by our office)
- Permission to audiotape lecture
- Extended time to complete exams and quizzes (double the standard time)
- Distraction reduced space in which to complete exams (OEC 119 or other appropriate space)
- Reader or Scribe for exams (provided by our office)
- Use of computer for essay exams
- Alternate test format (determined on case by case basis)
- Captioned or transcribed classroom videos
- Other

With these accommodations listed above Student will be able to equally access her classes. I encourage you to speak with Student about her academic progress and disability-related needs throughout the semester.

Please consider this information to be confidential. If you have additional questions or concerns, please ask Student directly or consult with me for clarification. I can be reached at 2-6308 or by e-mail at kjschumann@stthomas.edu. Please keep this form for your records.

Sincerely,

Kimberly Schumann
Director
Enhancement Program – Disability Services