

**MEMO**

TO: Professor Name, Course & Section

FROM: (your Accommodations Specialist, their email address)

DATE:

RE: Student Name  
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Thank you for your ongoing commitment to accessibility and to excellence in instruction at our university. The Accessibility Resource Center collaboratively works with both students and course instructors to ensure accessibility. By collaborating with you, we ensure students experience access in their coursework through accommodations or other outcomes. Information in this document is CONFIDENTIAL and should be protected and not disclosed to a third party without express permission of the student.

Reasonable accommodations are determined on a case-by-case basis based upon the design of the course and the student’s situation. At the time this letter is sent, Accessibility Resource Center has knowledge of the student but likely has no knowledge of your specific course design. As a result, some accommodations listed within this letter may not align with course activities or may fundamentally alter the course objectives. Because courses vary widely, the discussion of potential accommodations in broad terms does not always translate effectively to every course and situation.

The following methods of instruction/assessment facilitate equal access for the student. Please contact our office if the methods listed do not eliminate barriers or if you believe these accommodations would fundamentally alter the course. We are always available to consult on specific student issues as well as accessibility issues for all students. If you have other ideas regarding how to create access for your course beyond what is listed, we encourage you to speak with the student or with this office to explore alternative options. Your input is a valuable part of the process.

Classroom Accommodations

\*Record lecture \* Use of laptop to take notes

Testing Accommodations

\* Extended Time: 1.5x

Accommodations for Experiential Courses