Disability Resource Center ♦ Guerrieri Student Union, Room 263

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MEMORANDUM OF ACCOMMODATIONS

TO: SU Faculty

FROM: Disability Resource Center Staff

### RE: Jane Doe (123456)

### ELIGIBLE TERMS: Academic year dates (August 2019-Augusst 2020)

DATE APPROVED: Today’s date

Jane Doe is enrolled in your course for the current term and qualifies for accommodations as a result of a documented disability. Based on documentation of disability and a meeting with the student, the following accommodations have been approved:

**Classroom Accommodations**

Preferential seating

PowerPoint Presentation Copies, as available

Computer with word-processing software to take lecture notes

**Testing Accommodations**

Extended time on timed assessments (time plus one-half)

Computer with word processor only to complete written portions of exams

**Student Responsibilities: (1)** Provide the Memorandum of Accommodations to each instructor and academic advisor, preferably via email as well as a printed copy. **(2)** Schedule a time to meet with instructors as soon as possible to discuss the implementation of accommodations, expectations of the student and instructor, as well as course requirements and objectives. **(3)** Meet and maintain the University's academic and technical standards, either with or without use of accommodations, modifications, aids, and/or services as related to their disability. **(4)** Notify the DRC staff of any questions or concerns regarding accommodations, in a timely manner. **(5)** Schedule a consultation appointment with the DRC to sign a release of information form if DRC staff is to communicate with specific faculty members.

**Faculty Responsibilities: (1)** Meet with the student, when requested, to discuss the implementation of approved accommodations. **(2)** Provide accommodations or modifications listed on the Memorandum of Accommodations. **(3)** Contact the Disability Resource Center (DRC) with any questions or concerns regarding the accommodations or there implementation.

**Accommodations provided are confidential and should not be shared or discussed with others, or in the presence of others, without the student’s permission. The Disability Resource Center (DRC) will assist with the implementation of testing related accommodations, as requested by the student and the faculty member via the online testing accommodations request portal. To locate the test portal, or if you wish to contact the DRC regarding the implementation of**

**accommodations, please see our contact information.**