

WESTERN CAROLINA UNIVERSITY
ACCOMMODATION LETTER

CONFIDENTIAL*

SEMESTER: Spring 2011

STUDENT:

BANNER ID:

COURSE:

INSTRUCTOR:

Dear Faculty Member:

is enrolled in your course and has requested academic accommodations. This letter is provided to inform you of the reasonable requests that are approved for this individual based on current documentation of a disability or medical condition. Accommodations are intended to minimize barriers and should not be interpreted as an alteration of academic standards. Please contact Lance Alexis, Director of the Office of Disability Services, if you have any questions or concerns.

name is eligible to request the following:

1. Note takers in classes to supplement personal note taking (If a student needs assistance finding a note taker, please visit the Assisting with Note taking link found at <http://www.wcu.edu/12793.asp> for details)
2. Use of a laptop computer for note taking.
3. Allowance to audio record class lectures.
4. Books in alternate format provided through Disability Services to supplement the reading of textbooks.
5. Appropriate seating or other physical arrangements.
6. Testing accommodations: extended time (time and a half or double) , a quiet environment, use of a reader, scribe, word processor, more frequent tests and/or alternate testing modalities. (If ODS needs to proctor a test, please visit <http://www.wcu.edu/28501.asp> for details)
7. Extra time for any extensive reading and writing assignments not included on the syllabus

- 8. Option of using extra time for in-class assignments.
- 9. Interpreter.
- 11. Books, tests and other materials in enlarged print or Braille.
- 12. Appropriate modifications of physical requirements.

Student's Signature

Date

Lance Alexis, Director

Date

*It is the policy of Western Carolina University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 in provision of reasonable accommodations for individuals who voluntarily disclose and provide documentation of a disability or medical condition. The information in this letter is CONFIDENTIAL and is not to be shared with other parties. Instructors are advised not to provide accommodations without notification from the Office of Disability Services.