

Accommodation Letter

Following is an example of an accommodation letter. It displays the accommodations typically utilized depending on the disability. Other accommodations are possible.

WESTERN CAROLINA UNIVERSITY DISABILITY ACCOMMODATION LETTER

CONFIDENTIAL*

SEMESTER:

STUDENT:

BANNER ID:

COURSE:

PROFESSOR:

Dear Faculty Member:

(Name) is enrolled in your course and has requested academic accommodations due to a disability. This letter is provided to inform you of reasonable accommodations that are approved for this individual based on current documentation of the disability. Accommodations are intended to minimize barriers created by the disability and should not be interpreted as an alteration of academic standards. Please contact Lance Alexis, Director of Disability Services if you require assistance in providing approved accommodations.

(Name) is eligible to request the following:

- Note takers in classes or use of laptop computers for note taking.
- Books on Tape to supplement the reading of textbooks.
- Appropriate seating or other physical arrangements.
- Language and/or audiological evaluation done through Western Carolina University's Speech and Hearing Center.
- Testing accommodations, such as extended time, a quiet distraction-free environment, use of a reader, scribe, word processor, more frequent tests and/or alternate testing modalities.
- Long reading and writing assignments given in advance.
- Option of using extra time for in-class assignments.
- Lectures recorded.
- Interpreter
- Amplification system.
- Enlarged handouts made from overheads to be used during class.
- Books, tests and other materials in enlarged print or Braille.
- Appropriate modifications of physical requirements.

Student's Signature

Date

Lance Alexis, Director
Disability Services

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. 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 Disability Services.