



**SAMPLE**

### **Confidential Course Accommodation Form**

**Name: DSS Student Name      Bear# XXX-XXX-XXX      Date: August 22, 2016**

The University is committed to providing inclusive learning environments. Equal access can often be achieved through course design. However, barriers to learning or assessment may still exist for a student with a disability in your course. The following accommodations have been approved to facilitate access for the student. Please see [www.unco.edu/dss](http://www.unco.edu/dss) for Universal Design of Instruction (UDI) strategies to enhance the accessibility of your course design.

- Test/quiz accommodation for class and labs, including extended time, quiet setting, reader, and/or use of computer. Extended time is 1 ½ times the allotted class testing time and applies to all exams, online courses, quizzes and pop quizzes. Submit test to DSS **at least one day prior to test date** to allow time for testing arrangements.
- Provide assistance in obtaining a **volunteer** note-taker in the classroom. It is possible that the student may not require a note-taker in every class. An active request is made when the student indicates to the professor that this accommodation is necessary for said class. In addition, the green note-taker request forms should be attached to this letter. **Please do not single out the student who needs the notes** when requesting a note-taker from the class. **The student is expected to attend class to receive notes**, please notify our office if the student is not attending classes regularly.

Your cooperation in providing equal educational opportunities for students with disabilities is critical and greatly valued. Please call me if you have any questions.

Sincerely,

Ann Murphy, Director  
Disability Support Services

### **Confidential**

The information is provided by the Disability Support Services for the purpose of educational planning. We appreciate the respect for the student's confidentiality and your understanding that state and federal laws prohibit the release of this information to any other person or agency or for use in any manner for any other purpose. Students with disabilities are eligible for appropriate services stipulated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Support Services has received all necessary documentation that substantiates the student's need for academic accommodations.