

THE UNIVERSITY OF RHODE ISLAND

DIVISION OF
STUDENT AFFAIRS

DISABILITY SERVICES FOR STUDENTS (DSS) / DEAN OF STUDENTS OFFICE

Disability Services for Students, University of Rhode Island, Kingston, RI 02881 USA P:401-874-2098

CONFIDENTIAL

TO: Professor : Any Professor
FROM: Rosemary Lavigne, Jacqui Tisdale, Coordinators; Maggie Korn, Counselor
Paige Ramsdell, Assistant Director; Pamela Rohland, Director
PROVIDENCE CAMPUS-Tammy Bolotow, Coordinator. Academic Skills Ctr. - 401-277-5221
DATE: September 1, 2015
RE: **Accommodations for Any Student
Student's ID# 101010101
Course Sample 100, Section 0003**

The above named student is identified by Disability Services for Students and is enrolled in your course. The DSS staff have thoroughly reviewed this student's documentation of disability. Based on this documentation, we are recommending the following accommodations as *necessary* adjustments for the student to participate in your class.

Please note new procedure: In an effort to move forward with a paperless system, Disability Services for Students will no longer require a signed letter to be returned to our office. Letters will be delivered electronically to students, who will then be responsible for sending them to their professors and arranging a time to meet and discuss their accommodations. During this conversation, please ensure that accommodations are appropriate for both the student's needs and the format of your course.

Once the accommodation meeting between student and professor has taken place, the accommodations will be considered valid for the duration of the semester. If you have any questions or would like assistance with this process, please call 874-2098 or e-mail dss@etal.uri.edu.

When the above services must be modified or if other assistance is needed, students bear the primary responsibility for advance notice to Disability Services for Students and their professor(s). The student must adhere to all course requirements as well as University standards of behavior.

Please note, all information related to a student's disability status is considered strictly confidential, so we remind you to use discretion with this information. Please take appropriate steps to ensure the confidentiality of this student's status. We thank you for assisting us in providing equal access and opportunity to all students.

Exam or Testing Accommodations.

The requesting student must contact the professor one week in advance of each exam or test to request the modifications listed below, so that the professor or department are able arrange for these accommodations. Exam accommodations are intended to remove or reduce environmental barriers experienced by students with

disabilities and are for purposes of equal opportunity. The specific accommodations recommended for this student are:

Extended time on written assessments, such as exams, tests or quizzes; 50% extension.

Procedure: The professor and student are asked to discuss a mutually acceptable starting time and place for the test or quiz. So that the professor has reasonable advance notice to provide the time extension, the student should contact the professor one-week before each test or exam.

Permission to record lectures.

Procedure: Recording devices may be loaned to the student by Disability Services. In this student's case recording the lecture is an important tool for equal access; however, recordings are only for individual academic support. Students may not reproduce or share recorded material. The professor may stop recording of confidential discourse or of comments not directly related to course material.