CONFIDENTIAL

TO: Professor : Any Professor
FROM: Case Manager - Manager, Case
DATE: August 27, 2018
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 requesting the following essential accommodations for the student to equally participate in your class.

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

Exam or Testing Accommodations.
Exam and test accommodations are essential in providing equal opportunity for students with disabilities and are intended to remove or reduce certain environmental barriers that students may experience. The requesting student must contact the professor one week in advance of each exam or test to request the accommodations listed below, so that the professor or department are able arrange for these accommodations. All student conduct codes regarding academic honesty apply. The Academic Testing Center (http://web.uri.edu/atc/faculty/) is available to assist faculty with accommodated exams. The specific accommodations 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. For assistance applying this accommodation to online exams, please contact the lead information technologist at benlevillle@uri.edu or 874-4484.
General Accommodation Procedure: Disability Services for Students delivers letters electronically to students. Students are then 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 need for equal opportunity and the central function 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 student’s 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.