Contact information for the EPC and the ODS: If you have any questions regarding our services, first refer to the resources available on our website. Please contact the EPC if you have questions regarding exam-based accommodations and note taking. Please contact the Director of Disability Services if you have questions regarding specific student issues and accommodations.

ODS staff members and Letter validation: Each Letter will be initialed by the staff member who generated the Letter for the student. If you have questions or concerns about the validity of a Letter of Accommodation, you can contact the staff member who produced the Letter. If you have questions about how a student is approved for an accommodation, please contact the Director of Disability Services.

Course information: The Letter is addressed to the staff member receiving the form and includes the course name and number. It also states the student’s name and email. Please make sure this information is correct before signing the form.

Student accommodations: This gives a brief description of the student’s approved accommodations from the ODS. Please go over each of the accommodations with the student to determine the best way to facilitate the accommodation in your course. If you have further questions about a given accommodation or your responsibilities for applying the accommodation to your course, please visit the “How to Facilitate Accommodations” page.

Authorization signatures: The student and the professor must sign the Letter of Accommodation to authorize the use of accommodations in the course and to confirm that both parties will work with the ODS to fulfill these accommodations appropriately. It is the professor’s responsibility to ensure a student has appropriate access to their course through accommodations while maintaining the academic integrity of the course. The ODS is always available to consult when questions or conflict between these two elements arises.