



ACADEMIC ACCOMMODATIONS

Exam Proctoring Center (EPC)
Morgan Hall 103
Phone ext.: 4955, epc@wpi.edu

Office of Disability Services
Daniels Hall 137
Phone ext.: 4908,
disabilityservices@wpi.edu
www.wpi.edu/+disabilities

Date: March 20, 2013

Term Effective: 201301 – B Term

From: Aaron Ferguson (amf@wpi.edu); Director of Disability Support and Student Accommodations _____
Debbie Bordage (dbordage@wpi.edu); Office of Disability Services Administrative Coordinator _____
Julie Mitchell (jmmitchell@wpi.edu); Exam Proctoring Center (EPC) Coordinator _____

To: **Prof. Jane Smith** Course: **Introduction to Engineering Science**
ES 1001 B01

RE: Accommodations for **Sample, John** Student's email: **jqsampl@wpi.edu**

This Information Is Confidential

John has a documented disability verified by an appropriate professional. The below accommodations are designated to enable him/her to equitably demonstrate mastery of course content. While a student's accommodation usage may vary from course to course, the following accommodations can be applied to all.

John should be graded according to the same standards used for any WPI student and accommodations should not infringe on the fundamental academic standards, requirements or integrity of the course. Please address any questions concerning this information to the Office of Disability Services.

John has been encouraged to discuss the accommodations listed below with you. Thank you for helping to make WPI an accessible and equitable place to obtain an education.

- Time extensions for in class exams or quizzes; 2x *Exams/quizzes can be arranged within the individual department or through the Office of Disability Services and the Exam Proctoring Center (EPC). Professors can visit our website to complete the Accommodated Testing Information Questionnaire for EPC access: <http://www.wpi.edu/offices/disabilities/accommodatedtesting.html>
- Use of tape recorder in the classroom.
- Volunteer note taker in the classroom when a professor's slides and/or lecture notes are not available or sufficient. Students should consult with their professor to assess need for notes in a given class before submitting a request to ODS.
- Access to professor's handouts, power point slides and/or lecture notes when available.

Student Signature*

Date

*With my signature below I authorize the Director of Disability Services to discuss any pertinent information with my professor(s) or other professional staff as appropriate and necessary.

Faculty Signature**

Date

**With my signature below I acknowledge my responsibility to work with the student and the Office of Disability Services to appropriately implement the above authorized accommodations in a reasonable fashion and in compliance with the ADA.

Copy 1: Student must return to the Exam Proctoring Center (EPC) signed by both professor and student.
Copy 2: To be kept by professor for their records.

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.