ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
Valid for the 2015 Fall Semester ONLY

This letter is to inform you that Student’s Name UID# 000000000, is currently registered with the Disability Support Service (DSS). The review of documentation verifying their disability per Section 504 and ADA law supports the need at this time for the accommodations listed below. This information is confidential and may not be disclosed to anyone without the student’s written permission.

TESTING ACCOMMODATIONS:
• Extended exam/quiz time: 1.5
• Students taking online courses in which quizzes and exams are administered via the course web site should not be required to take exams/quizzes at the DSS or other locations on campus.
• Please discuss with the student the best way to schedule unannounced or prescheduled quizzes and in-class writing assignments.
• Reduced distraction within DSS Testing Center.
• Ability to take 5-minute breaks for every 30 minutes of testing

CLASSROOM ACCOMMODATIONS:
• Preferential seating
• Peer note taker

OTHER:

During the first few weeks of the semester, students are expected to meet privately with their instructors during office hours, or another mutually agreed upon time, to discuss and coordinate the details of their DSS accommodation(s) and letter. Specific details regarding implementation of the DSS approved accommodations agreed upon between the student and the individual course instructor must be documented and added to the Acknowledgement of Student Request Form. This form must be signed by the instructor.

The student is expected to: (1) provide each instructor with a copy of a valid accommodation letter for the semester; (2) obtain instructors’ signatures, which verify that a dialogue has occurred with these instructors; and (3) return the Acknowledgement of Student Request Form to the DSS office.

Accommodations must address the particular disability and shall not fundamentally alter the academic objectives of an individual course, curriculum, program or degree. If you believe there is an academic reason that the accommodation(s) specified above cannot be implemented in the context of all or any part of the coursework, please inform the DSS office immediately by calling (301) 314-7682. In the event that the student requests further review of this decision, the DSS office will consult with the student and the instructor in an attempt to resolve any concerns.

All students must adhere to the stipulations of the University of Maryland’s Code of Academic Integrity, as instituted by the Student Honor Council. The Code of Academic Integrity can be reviewed at: http://www.studenthonorcouncil.umd.edu/code.html#honor_statement

If you have any questions regarding the implementation of these accommodations for this student, please contact DSS at (301)314-7682, Room 0106 Shoemaker Building, or visit our website at www.counseling.umd.edu/DSS

Jo Ann Hutchinson, Rh.D., DSS Director

November 6, 2015