

Name: Mickey Mouse (The Mouse) (T) **Printed:** 03/31/2023

Accommodation Letter for Faculty

In accordance with the Americans with Disabilities Act as Amended in 2008, this student is connected with the Services for Students Disabilities (SSD) office and requires access to the following accommodations. This information is **confidential** and should be discussed privately between you and the student. For information on providing accommodations, please visit the SSD website or contact the SSD office. Contact information is listed at the end of this letter. SSD staff are available for consultation.

Semester: The accommodations on this form are valid only for the Spring 2023 semester(s). The student must present an accommodation letter for each semester they request accommodations.

Accommodations:

- Reduced Distraction Environment for Assessments: Student to take tests, exams, quizzes, and pop-quizzes in a location separate from the main classroom, where visual and auditory distractions are minimized. Please review the Guide to Test Taking Accommodations at ssd.vt.edu/testingguides.
- Other:
 - 1.5x Extended Time: Time and a Half (1.5x Time) on Tests, Exams, Quizzes and Pop-Quizzes. Please review the Guide to Test Taking Accommodations at ssd.vt.edu/testingguides. This may not apply to untimed assessments.
 - Advanced Class Materials: Advance accessible electronic copies of all in-class materials, such as PPT slides and handouts.
 - Notetaking Technology: The student may use an audio-recording device or notetaking technology to better capture course content. The student has been informed that audio recordings during class are (1) for their own personal use (no selling/sharing), (2) intellectual property subject to the code of student conduct, and (3) to be deleted once no longer relevant to their academic work.

Electronically signed by SSD staff.

Student Signature: _____

Student PID: ssd@vt.edu

Important Information:

This letter is CONFIDENTIAL. Retain this copy for your records.

Reasonable Notice: Faculty members should have adequate time after receiving a student's accommodation letter to make appropriate arrangements for accommodations. Students may give reasonable notice at any time in the semester by delivery of their accommodation letter and are encouraged to communicate requests early. Reasonable notice is generally considered to be the amount of time the faculty member needs to implement the accommodation. Faculty members should make a diligent effort to implement the student's accommodation(s) as soon as possible after they receive an accommodation letter.

Students with disabilities have the responsibility to:

1. Self-identify by delivery of an accommodation letter to Faculty or designated staff to receive accommodations.
2. Give reasonable notice to Faculty for the implementation of accommodations.
3. Inform SSD about any problems or concerns regarding the implementation of accommodations.

Faculty/Staff Members, as representatives of the University, have the responsibility to:

1. Consult with SSD whenever concerns arise about accommodations or procedures.
2. Use an appropriate disability accommodations statement on syllabus or program brochure that encourages students to inform Faculty/Staff of any accommodation requests as soon as possible to ensure that appropriate accommodations can be implemented in a timely manner. Review SSD website for sample syllabus statement.
3. Meet privately with students who deliver accommodation letters to establish the means of providing the requested accommodations.
4. Provide the requested accommodations in a reasonable and timely manner after you are notified in writing by the student's delivery of the accommodation letter, without expecting the student to send reminders.
5. Faculty and Staff do have the right to request clarification on the reasonableness of an accommodation.

Questions about accommodations should be directed to the Services for Students with Disabilities (SSD) Office at 540-231-3788 or ssd@vt.edu.

Virginia Tech

Services for Students with Disabilities (SSD)

Lavery Hall, Suite 310, Blacksburg VA 24061

Phone: 540-231-3788; **Fax:** 540-231-3232

Website: www.ssd.vt.edu

General Email: ssd@vt.edu

Testing Center Email: SSDTestingCenter@vt.edu

Note Taking Email: ssdnotetaking@vt.edu

Alternate Text Email: ssdalternatetext@vt.edu

Signed by: Christa Miller on Mar-31-2023 at 12:54 PM

Locked by: Christa Miller on Mar-31-2023 at 12:54 PM