June 26, 2017

Dear Course Instructor/Coordinator:

Jane Doe (00001000), a student in your class during the Summer 2017 semester, is registered with the Dean of Students Office’s Disability Resource Center (DRC). The Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 established that reasonable accommodation be provided to students with disabilities. Accommodations are not intended to alter or adjust any course or academic requirements that a student is expected to meet, but to help ensure access in light of a student’s disability.

This student is eligible for the following accommodation(s) listed in a general description format. For a detailed explanation of all possible accommodations, please visit https://drc.dso.ufl.edu/services/general-accommodations/.

Class:

• Attendance: Disability-related absences
• Auditory: Assistive listening device; Captioned video
• Classroom: Preferential seating
• Course Work: Alternative textbooks/ print material; Advance copy of syllabus
• Lecture: Note Services; Permission to audio record lectures
• Medical/Health: Eat/drink in class; Additional breaks; Monitor glucose; Use of restroom
• Professional Programs: NONE;
• Reduced Course Load: Eligible for a Reduced Course Load. The student should discuss a program plan in advance of registration with his/her academic advisor or program advisor.

Testing (in-class or online timed assignment, quiz, lab, or exam):

To provide proctoring details and manage accommodated testing for your course please log in at https://apps.dso.ufl.edu/drc/atr/instructor.

• Alternative format: NONE
• Assistive technology: NONE
• Aide: NONE
• Allowances: Food/Drink; Monitor glucose; Access to restroom; Additional breaks;
• Setting: Low distraction environment
• Extended time: Time and one-half

This student has been advised to set up a time to communicate with you the specific accommodations needs for your course. As the student’s instructor, it is your responsibility to coordinate the requested accommodations. Thank you for your cooperation and efforts in supporting students with disabilities at the University of Florida. Please treat the contents of this accommodation letter as confidential information between you and the student. Feel free to contact me if you have any questions about this letter.

Sincerely,

Gerardo Altamirano, Assistant Dean and Director
Disability Resource Center