



Instructions for Accommodations

1. Accommodations letters (LOA) will be emailed to students' professors/instructors.
2. Students are responsible for meeting with each instructor during their office hours to review accommodation letters. Do not try to discuss accommodations with instructors before or during class.
3. Students are responsible for discussing their accommodations and how they will be implemented with their instructor. (i.e., when and where a student takes exams, etc.)
4. If there is a question or concern with any accommodation, please contact the Disability Services Office as soon as possible.
5. Accommodations begin the day they are executed with your instructor. Do not delay.
Accommodations are NOT retroactive.
6. For students taking online courses, please email the instructor to discuss the extended time testing accommodations. Online courses allow the accommodation of extended time testing only.
7. Students who receive accommodations from the Disability Services Office, must schedule their exams as soon as possible. Exams/quizzes/finals must be scheduled at least **one week** in advance.

Student Signature _____ Date _____

ADA Coordinator _____ Date _____