Date: December 30, 2009

To: Professor Jones

From: Disability Resource Center

We are writing on behalf of Jane Smith, who is enrolled in your [CLASS, ITEM #] class for Winter Quarter 2010. This student completed our eligibility process, following the submission of disability documentation. The Disability Resource Center (DRC) determined the following reasonable accommodation(s) to be appropriate for your course. Please contact our office directly if you have any questions about the accommodation process.

- Alternative Testing (Distraction Free Environment)
- Alternative Testing (Extended Time)
- Use of Digital/Tape Recorder for Class Sessions
- Copies of Power Point and Overhead Materials
- Alternative Media and Course Content (See Explanation Below)

With respect to our student’s privacy, please understand the confidential and sensitive nature of this information. We encourage all conversations regarding accommodation to be handled in private. Thank you for your understanding.

Alternative Testing: Unless otherwise noted in the accommodation section, extended time equals time and a half for any in-class timed measure. Students are required to make an appointment at the DRC office prior to the exam. Proctoring forms are to be submitted to the instructors at least two days prior to the exam. We request that you complete the instructor portion of the form so we can ensure proctoring to your specifications. Please attach the proctoring form to the exam and deliver both to our office before the scheduled exam time (a locked drop box is located outside our front door for after hour delivery). If you decide to send the exam via campus mail, please allow delivery time.

Although these procedures are in place to simplify the process, please know that the nature of some students’ disabilities make this organizational task difficult. We respectfully ask that flexibility be used in certain situations while students learn to follow the specific steps.

Alternative Media: This student receives all printed course materials in an alternative and accessible format. If you plan on using additional materials not listed in the course syllabus or BCC bookstore, please provide these to the student as soon as possible so the Disability Resource Center can begin processing them (e.g. library reserves, extensive handouts or articles from magazines or journals). If you have these materials in an electronic format, please provide them directly to the DRC.

The college is mandated under Section 202 of the 1990 Americans with Disabilities Act (ADA), and Section 504 of the 1973 Rehabilitation Act, to provide reasonable accommodations for this student to ensure equal educational access and opportunity at this institution. Please contact the DRC if you have concerns regarding the appropriateness of the recommended accommodations. Our office is available to answer any questions you may have regarding the accommodations, ADA and Section 504. Thank you for your assistance in providing these accommodations.