

Carnegie Mellon

Accommodation Memorandum Student

Memorandum

To: Course Professors

From: Larry Powell, Coordinator of Equal Opportunity Services

Date: February 1, 2005

Re: Request for Accommodations

Semester: F2004

This letter introduces **Justin Doe** who is contacting you regarding a request for accommodation(s) for a **documented** disability. The following accommodations have been recommended:

- One hundred percent additional time on examinations
- Distraction reduced testing environment (if requested)
- Additional notes
- Present information in multiple modalities where possible and appropriate.
- Reduced course load where possible and appropriate

Of course, the process of deciding upon reasonable academic accommodation is an interactive process between the faculty member and the individual requesting the accommodation.

This letter is valid ONLY for the semester listed.

Thank you for your assistance. If you have questions, please contact Equal Opportunity Services via lpowell@andrew.cmu.edu or by phone at (412) 268-2013.

Assistance for Individuals with Disabilities

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by-case basis. Equal Opportunity Services serve as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Carnegie Mellon University. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). Accommodations prescribed only apply to Carnegie Mellon University and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

Student's Signature

Date

This document can be produced in an alternative format. Call 412/268-2012

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