

DISABLED STUDENT PROGRAMS AND SERVICES ACADEMIC ACCESSIBILITY AND APPROPRIATE ACCOMMODATIONS

DATE: _____
TO: _____
DEPT: _____
FROM: _____ Ext. _____
Disable Student Programs and Services

The student named below has enrolled in one of your courses for the semester. This student has a verified disability. The policy at Grossmont College and Cuyamaca College is to make education accessible to all students in accordance with state and federal regulations affecting the disabled. In order for this student to access education the following academic accommodations have been requested in your course.

No accommodations are needed at this time; you will be contacted if there are any changes.

Note-taker—a student enrolled in your class or a DSPS employee attends class and takes notes for the student who has the disability.

Tape recorder—the student uses a tape recorder to record your lectures, with the understanding that taped information is restricted for personal use.

Interpreter—a sign language interpreter attends your class and translates your lecture for the student.

Reader—an assistant to aid a student with limited vision (while in your class).

Lab Assistant—an assistant to aid a student with limited use of hands (while in your class).

Test taking facilitation—exams will be administered by a proctor (employee of Disabled Student Programs and Services, or you, if you prefer) with one or more of the following accommodations:

extra time

the exam will be taken in a quiet environment (DSPS test office)

the student's answers will be physically written by a proctor

other test facilitation

Other accommodations:

This information is confidential. If you have any questions regarding this student or his/her accommodations, please contact me, _____, at the number listed above.

STUDENT: _____

COURSE: _____