

SAMPLE



Otis College of Art and Design
9045 Lincoln Boulevard, Los Angeles, California 90045
Telephone 310 665 6800 Website www.otis.edu

Students with Disabilities Services Notification of Approved Reasonable Accommodations

Student: John Doe
Term: Spring 2008

Course: Course Number – Instructor

This student has presented documentation to authenticate a qualifying disability under the Americans with Disabilities Act (ADA). The following reasonable accommodations and additional support have been approved for this student. The information contained in this letter is **CONFIDENTIAL** and not to be shared with anyone without the express consent of the student.

I. Reasonable Accommodations for the Classroom

Extended Time on Studio Assignments: This student may need additional time on the completion of studio assignments. The recommended time is **one week**.

Extended Time for Testing: This student will need additional time to complete all in class quizzes and regular examinations. We recommend **twice the amount of time** allowed for other students. The SRC is available for proctored exams.

II. Additional Support Recommended (student)

Tutoring: This student will benefit from additional tutoring. Tutoring is available in the Student Resources Center.

Please do not hesitate to call the office (310-846-2554) or make an appointment to speak with me if you have any concerns you wish to discuss. Please sign, make a copy for your files and return to the Student Resources Center.

Carol D. Branch, Ph.D.: _____

Date: _____

Received by:

Instructor Signature: _____

Date: _____