

Disability Services - Academic Support Center

Memorandum of agreement regarding notification of disability determination and request for accommodation.

EMCC student, _____, has registered with the Coordinator of Disabilities Services and has been found eligible for services based on documentation provided to this office. The student is requesting the following accommodations:

Accommodations: To equalize my chances of success in my coursework, I would benefit from the following:

Accommodations for any in-class evaluations:

- Extended time
- Time and a half
- Double time
- Enlarged print
- Evaluations taken in Testing Center (ASC)
- Oral /Taped /Kurzweil exam
- Use of spell check
- Use of calculator
- Scribe

Class Accommodations:

- Note taker
- Preferential seating
- Use of audio recorder in class
- Copies of class lecture material
- Scribe
- Use of calculator
- Additional time for in-class assignments for which time is a factor

If this course uses a portfolio for evaluation, every 3 weeks, help the student review their progress towards the completion of the portfolio as described in the timeline for the course portfolio project. It is the student's responsibility to come to the instructor to schedule this assistance and to complete the work according to the time line. Student has one semester in which to complete the work for this course.

Other _____

Other _____

These accommodations have been agreed to by the student and the Coordinator of Disabilities Services and have been deemed reasonable. Your assistance in implementing these accommodations is appreciated. If you have any questions or concerns, please contact the Coordinator of Disability Services at eworden@emcc.edu or 974-4658.

This information will be kept confidential and disclosed only to those persons necessary to review and implement the student's request.

Coordinator of Disability Services

Date

I understand that it is my responsibility to deliver requests for accommodations to my instructors. As well, I understand that it is my responsibility to discuss my accommodations with my instructors and will have such discussions to equalize my chances of success in classes. I will contact the Coordinator of Disability Services should any problems arise.

Student

Date