

Dear Instructor,

This student has been advised to meet with you in order to present this letter and discuss implementation of the identified accommodations to your particular course. Also, the student is instructed to meet with you as early in the term as possible since no accommodations are to be provided retroactively. Your cooperation is greatly appreciated.

If you have any questions or concerns, please feel free to contact me.



Patricia Winters, School Director, ADA/Section 504

[patricia.winters@gnomon.edu](mailto:patricia.winters@gnomon.edu)

323-466-6663

## STUDENT ACADEMIC ACCOMMODATIONS FORM

In accordance with federal regulations under Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA) and the 2009 ADA Amendments Act, the student named below is qualified to receive reasonable accommodations provided by Gnomon.

Student Information:

Legal First Name: \_\_\_\_\_ Legal Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Issued accommodations on \_\_\_\_\_ per student's request.

The student has requested and been approved to receive the following accommodations:

Approved Accommodations Requiring: Timely Implementation	Approved Accommodations Requiring: Discussion and Reasonable Consideration

Student Responsibilities:

- Self-advocacy is an essential component to a successful college experience.
- Submit the accommodations form to each of your Instructors on the first class session and communicate with your Instructors throughout the quarter.
- Initiate a meaningful conversation (beyond simply forwarding this letter in an email) with your Instructors and appropriate staff member/s about reasonable accommodations for academic courses.

- Take the lead in coordinating the accommodation process for any course or otherwise.
- Conversations should occur within a reasonable amount of notice prior to the event (exam, presentation, attendance policy, assignments, etc.) in question where accommodations are sought. Once an event occurs, opportunity to use accommodations is often forfeited if no previous conversation took place with prior arrangements made.
- Modifications *cannot* be made to this accommodation form without approval from the designated staff member.
- Contact the DRC as soon as possible should any problems with the accommodation process arise, as delays in contact can limit resolutions possible.

**Primary Course Instructor Responsibilities:**

- Coordinate reasonable accommodations
- Assess appropriate action through discretion when students make accommodation requests;
- Be respectful toward the student's situation and be available to speak with the student upon student request about accommodations for one's course;
- Wait for the student to contact the course instructor – Course instructors need not reach out to a student who has presented the letter but not yet made specific accommodation requests. It is the student's responsibility to follow-up in a timely manner;
- Be prudent with regard to whom information is shared. While DRC may be contacted at any time to discuss matter, information with others should only be shared on an educationally need to know basis. Casual conversation with other instructors, including within department, may influence (perhaps adversely) future student-instructor interactions;
- Refer students to the DRC when they make an accommodation request that is not listed on this letter, as the DRC only supports requests specifically listed
- Consult with DRC as necessary when students make late requests or when concern exists about the reasonableness/appropriateness of an accommodation request;

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_