

CONFIDENTIAL:
FACULTY NOTIFICATION LETTER
Issued September 9, 2014 for Fall 2016

TO: Prof. Jones (WRT 160, CRN 12345)
Prof. Smith (BIO 190, CRN 67890)

From: Michael Wadsworth, Interim Director
Disability Support Services

RE: Christie Gough (G00123456)

Pursuant to the Federal Rehabilitation Act, Oakland University will make reasonable modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled applicant or student; provided however, that no modifications will be made to requirements essential to the instruction being pursued by such student or to any directly related licensing requirements. Reasonable modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Similarly, pursuant to the Federal Americans with Disabilities Act, Oakland University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability; provided however, no modifications will be made that will fundamentally or substantially alter the nature of the service, program, or activity.

The student has provided documentation to the Disability Support Services (DSS) Office of a disability and is eligible for the following accommodations:

- **Extended Testing Time (1 ½)** on quizzes and exams. Professor will provide the accommodation for the student whose only need on exams is extended time.
- **Note taker:** Please see attached instructions, “How to Identify a Note taker”

Your assistance with this student is greatly appreciated. Please contact the DSS office with any questions and/or concerns at 248-370-3266, gough@oakland.edu or noguez@oakland.edu.

SAMPLE LETTER