ACCOMMODATION MEMORANDUM

TO: Faculty & Staff
FROM: Makeda King, Director of ACCESSibility
DATE: Month, XX, XXXX
RE: Academic Accessibility

This memorandum introduces ACCESS Student Name, who is registered with the Office of ACCESSibility and is entitled to services and "reasonable accommodations." The accommodation are:

- Extended time on exams/quizzes (1.5x)
- Separate, reduced distraction testing environment

We encourage professors to work with the student to meet special needs. If the studentchoose to test in our office, he/she must make arrangements with us in person when testing is announced and must pick up an Exam Accommodation Form for you to complete with testing information and your signature. We request the completed Exam Accommodation Form be completed and submitted at least one week prior to the date of the exam. This letter is valid ONLY for the semester listed.

Thank you for your assistance. If you have any questions, please contact the Office of ACCESSibility via mking@mercy.edu or by phone at (914) 674-7284.

Qualified individuals are entitled to reasonable accommodations under the American with Disabilities Act (ADA). Accommodations are determined on a case by case basis. The Office of Disability Services serves as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Mercy College. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.) Accommodations prescribed apply to Mercy College and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

____________________________________  ______________________
Student’s Signature                      Date

____________________________________  ______________________
Professor’s Signature                    Date