

# Metropolitan State College at Denver

## ACCESS CENTER

### Faculty Accommodation Letter

Auraria Library, Suite 16

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[www.mcsd.edu/~access](http://www.mcsd.edu/~access)

August 19, 2007

RE: **Metro State Student**

**Fall 2007**

Dear Instructor:

I am writing to introduce you to Metro State Student who is enrolled in your course this semester. Metro State Student has a documented disability and has been approved for the specific accommodations listed below. A reasonable and effective accommodation allows a student with a disability to participate in educational programs by minimizing the effects of a disabling condition. It is not intended to heighten or lessen a student's chance for success or failure but to ensure equal access.

Based on our review of submitted documentation, as well as information supplied by the student, it has been determined that Jamie would benefit from the following accommodations:

<b>Inside-of-Class Accommodations</b>	<b>Flexibility to take breaks during class</b>
<b>Inside-of-Class Accommodations</b>	<b>Peer Notetaker</b>
<b>Inside-of-Class Accommodations</b>	<b>Use of Tape Recorder</b>
<b>Inside-of-Class Accommodations</b>	<b>Flexibility with Attendance *</b>
<b>Inside-of-Class Accommodations</b>	<b>Extension on Assignment Due Dates*</b>
<b>Outside -of-Class Accommodations</b>	<b>Private/Quiet Room for Tests in Access Center</b>
<b>Outside -of-Class Accommodations</b>	<b>Time &amp; Half on Tests taken in ACCESS Center</b>
<b>Outside -of-Class Accommodations</b>	<b>Priority Registration</b>

We recommend to all of our students that they discuss these accommodations with you as they relate to the specific demands and requirements of your course. Please be aware that any disability-related information you have about this student is confidential and is not to be shared with others without the consent of the student.

Assisting students with disabilities in receiving their approved accommodations is a collaborative responsibility for students, faculty and the Access Center staff. If you have any questions regarding these approved accommodations or would like assistance implementing them, please contact our office at 303-556-8387. The ADA Coordinator is also available should you have any concerns. Thank you for your assistance. \* See attached Confidential Memorandum for any accommodation followed by an asterisk.

Gregory P. Sullivan  
Director

Steve Monaco  
ADA Coordinator