



Welcome to a paperless solution!

Our new portal is designed to assist faculty with accommodating the needs of students with disabilities.

At the request of the student Professors will receive an electronic letter of accommodation from DSS.

When a student schedules a test appointment with DSS the Professor will automatically receive notice of the students' appointment 5 business days prior to the test date. You will be asked to provide administrative information and delivery instructions for your exam.

This Letter of Accommodation is being sent to you because a student in your class has provided Disability Support Services with documentation verifying the need for accommodations under the ADA and Section 504 of the Rehabilitation Act.

UNDER THE LAW FACULTY IS REQUIRED TO PROVIDE ACCOMMODATIONS TO STUDENTS WITH DISABILITIES

Students with disabilities have the **right to:**

- * *Access to courses, programs, services, activities and facilities offered by the University.*
- * *Appropriate academic accommodations and adjustments.*
- * *Confidentiality of all disability information except disclosures as required or permitted by law.*

Students with disabilities have the **responsibility to:**

- * *Self identify as an individual with disabilities and provide documentation to DSS from an appropriate licensed professional in order to receive services and accommodations.*
- * *Follow procedures to request accommodations as outlined by DSS policies.*
- * *Meet qualifications and essential requirements of the curriculum as outlined in syllabus.*
- * *Make requests in a timely manner, this includes discussing accommodation needs with the professor and requesting that any exams taken at DSS be delivered to DSS.*

Exam Modifications One frequently needed accommodation is modified time or location for exams. Although exams and accommodations are the legal responsibility of the professor and/or the department, DSS is willing to proctor scheduled exams to facilitate these accommodations. Assistive devices and equipment are available to be used in our center in order to assist departments with providing these accommodations. Common exams at DSS are scheduled to begin at 6:30 or 7:00 P.M. and students are generally held until 9:00 P.M.

Should you need to utilize our proctors or equipment we ask that ***exams be delivered to DSS one day prior to the exam*** unless other arrangements are made with the student. Due to confidentiality issues ***students should not be required to pick up their own exams from the test site. It is the responsibility of the department to pick up completed exams.***

We encourage you to discuss these accommodations with the student and to contact Disability Support Services at 632-6748 should you have any questions or concerns.

Further information is available on our website : <http://www.sunysb.edu/stuaff/disabled/>

Thank you for your sensitivity and cooperation in accommodating students with disabilities.



Disability Support Services

128 ECC Stony Brook NY 11794-2662

631-632-6748 (P) 631-632-6748 (F)

Date: June 1, 2015

Information contained in this letter is confidential.

To: Prof. De Oliveira Gomes, Marlon

Re: Accommodations for Arun Nair **104459681**

Class: MAT 118 Section: 01

Arun Nair is enrolled in your course and has provided documentation of a qualifying disability on file with Disability Support Services.

If you have questions or concerns regarding accommodations please e-mail DSS- DSSTestCenter@stonybrook.edu or call 631-632-6748. Chris Morris will forward your call to a counselor.

The following disability accommodations are authorized as indicated below:

Test Accommodations:

- Use of a computer
- Scribe
- No Scantron
- Extended Time: Double Time (2)

Classroom Accommodations:

- Paid note taker
- Student will speak to professor regarding class difficulties. If accommodations are needed instruct student to return to DSS for new accommodation letter

Notes:

We encourage you to discuss these accommodations with the student and to contact Disability Support Services at 632-6748 should you have any questions or concerns.

Further information is available on our website : <http://www.sunysb.edu/stuaff/disabled/>

Thank you for your assistance.

Sincerely,

Disability Support Services

Email: DSSTestCenter@notes.cc.sunysb.edu Phone: 631-632-6748