

### Confidential Student Accommodation Letter

**Student:** Zane Deso

**Student ID:** 2672201

**Effective Date:** October 17, 2024

This information is confidential.

The student whose name appears above is registered with the Online Accessibility Center (OAC) and has a diagnosis for which this office has appropriate documentation on file. The documentation supports the accommodation(s) listed below.

The following academic accommodations have been approved:

**2 additional days for initial discussion post: Does not apply to group work or peer responses.**

**1 additional day for peer responses: Does not apply to group work**

**4 additional days for individual assignments: Does not apply to group work or discussion board posts.**

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\* If this student is approved for the *Medical Consideration* accommodation and reaches out to the OAC to activate it, an Accommodation Specialist will inform the instructor of any adjusted accommodations set forth by the OAC.

\* All students should review the [Late Assignment Policy](#). Assignments are considered late if they are submitted beyond the approved accommodation timeframe.

\* All students should review the [Incomplete Policy](#). Any student using their additional time accommodation *during the last week of the term* must request an incomplete for that approved additional time and instructors must approve the incomplete request. This arrangement should be completed prior to the end of the term.

\* Any Additional Time past the end of the academic term may impact financial aid for the next course. Please contact Student Financial Services with your financial questions or concerns.

### Guidance for Faculty and Students

1. This letter is emailed to the student listed as a PDF.
2. Students are responsible for sharing their accommodations letter with their instructor(s) at the beginning of each term or when accommodations are approved.
3. Accommodations are effective as of the date that the student emails their letter to their instructor(s). If an instructor sends an acknowledgement email of accommodations, students should keep a copy of this communication.
4. Accommodations are not retroactive.
5. Accommodations do not need to be renewed by the student each term.
6. A student can be approved for accommodations with the OAC at any time during a term.
7. The instructor is responsible for reviewing the student's accommodations and contacting the OAC if there are any questions.
8. The student is responsible for reporting any problems or concerns with services or accommodations immediately to the OAC.

If you have any questions or concerns regarding these accommodations, you may contact the Online Accessibility Center at any time. Thank you.

### Universal Design Learning Resources

**SensusAccess** allows students, faculty, and staff to automatically convert documents into a range of alternate media including audio books (MP3 and DAISY), e-books (EPUB, EPUB3 and Mobi) and digital Braille. Follow the four easy steps in *SensusAccess* to have your document converted into an alternative, accessible format. The result is delivered to your SNHU email inbox. Link to the service at [SensusAccess](#).

**Read & Write** is a user-friendly, intuitive toolbar, that can be downloaded for free, that assists students with tasks like reading text out loud, understanding unfamiliar words, researching assignments, and proofing written work. Both students and instructors might find this tool helpful in the accommodations process. Link to the service at [Read&Write](#).

### Disclaimers

The accommodation process is intended to be interactive. We welcome SNHU students, faculty, and staff to consult with the Online Accessibility Center on

disability-related questions or concerns. We have advised the student that if there are any concerns with the implementation of the accommodations, the student is to inform the OAC so that we may assist in facilitating a resolution. We are readily available to troubleshoot accommodation issues that may arise.

By receiving and accepting academic accommodations, students who are registered with the Online Accessibility Center accept the following terms of use, student conduct, and privacy:

#### **Communication of Accommodations Letters to SNHU Faculty**

Students who are registered with the Online Accessibility Center understand that their Accommodations Letters must be shared with SNHU Faculty and consent to this communication.

#### **Privacy & Release of Information**

Access to student files at the Online Accessibility Center is limited to appropriate Accessibility Center staff and the ADA/504 Compliance Officer. Any information regarding a disability is considered confidential and will be shared only with SNHU personnel on a need-to-know basis as determined by Online Accessibility Center staff.

#### **Agreement to Secure Alternative Format Materials and Prevent Copyright Violations**

Any electronic text, which may be supplied by the Online Accessibility Center, is solely for the student's educational purposes. By accepting the secure alternative format of copyrighted materials, the student agrees to these educational terms of use and will not distribute any such electronic text in violation of the Federal Copyright Law. Violation of copyright policy, including improper distribution of electronic text, may result in the student's future ability to receive texts in alternative format and other student disciplinary action, as appropriate under the circumstances.

#### **Online Accessibility Center (OAC)**

Phone: 866.305.9430 | Fax: 877.520.8916 | [oac@snhu.edu](mailto:oac@snhu.edu)