

September 6, 2006

MEMO TO: Professor Jones
FROM: Dennis Underwood, DRS Coordinator
STUDENT: Mary Smith
COURSE: ANTH 336, section 201

This student is registered with Disability Resource Services (DRS) in the Counseling and Support Services (C&SS) office. Based on the documentation of the above student's disability, we authorize the following appropriate academic adjustment(s):

- **additional time on tests**
- **note taker**
- **Reader/scribe for tests**
- **use of computer for essays or essay questions**
- **use of adaptive equipment**
- **special chair/desk**
- **preferential seating**
- **handout materials, syllabi, etc. to be provided in alternative format**
- **medical condition may cause some absences**
- **no accommodations needed at this time**
- **distraction free test area**
- **other:**

If additional time on tests is needed, our office generally determines the amount of extra time. The maximum amount of time is double the amount the class gets. Final exams are an exception with a maximum of four hours given. Faculty have the option of either providing this themselves or using the test proctoring service provided by our office.

When there are questions about when or how to provide accommodations, the first person to consult is the student. Students with disabilities have usually developed personal strategies for coping with instruction and are straightforward in discussing their needs.

Please let the student initiate any accommodations. A student may choose not to use an accommodation in certain classes.

It is the responsibility of the student to work out the arrangements with the instructor and/or this office as to accommodations needed. We do not expect you to compromise your standards in any way, but hope that you can be flexible and creative in your solution to special problems.

The University of Michigan-Dearborn is committed to providing access to education for all of its students. In addition, federal laws such as the Americans with Disabilities Act indicate that we must make modifications to afford qualified handicapped students equal educational opportunities. Each member of the faculty and staff should be alert to ways in which assistance can be provided to students with disabilities in their efforts to benefit from the University experience.

Test Proctoring Service

If you would like to have a test proctored by the Disability Resource Services Office, located in the Counseling and Support Services Office, 2157 UC you will need to have the test in our office before the student's appointment. You will be given a green Test Proctoring Service Form by the student. This form will have the date and time of the proctoring as well as a place for you to indicate any special instructions and how the completed test is to be returned.

This green form must be sent to our office with the test. It is our documentation as to what the instructions were and the actual time the student spent taking the test. A proctor will supervise the test within the authorized time frame and following any special instructions you have given.

Please note that test proctoring is only available during the following hours.

Fall & Winter semesters:	Monday & Thursday	8:00 AM – 6:00 PM
	Tuesday, Wednesday & Friday	8:00 AM – 5:00 PM
Summer:	Monday – Friday	8:00 AM – 5:00 PM

Also note that all proctoring requests must be in our office by 12noon Friday the week before the test. Please ask the students if they have turned the request in prior to giving you the green form.

If you need further information or help, please call our office at 593-5430. Thank you.