



UNC CHARLOTTE

Office of Disability Services

9201 University City Blvd, Fretwell 230, Charlotte, NC 28223

Tel: 704-687-0040(V/TTY) Fax: 704-687-1395

www.ds.uncc.edu

To: UNC Charlotte Faculty

From: [DS Counselor], Assistant Director/Counselor: 704-687-0040

Date: 8/15/2016

Subject: Accommodations for Norma Niner for Fall 2016 Semester

I am writing to inform you that the above mentioned student is registered with the Office of Disability Services due to a documented disability. In order to ensure this student's access to educational opportunities, the below accommodations are necessary. These accommodations are appropriate and reasonable, and should not alter core course expectations. Accommodations are not retroactive and begin once this letter has been provided to faculty. Contact the Disability Services counselor, listed above, if you have questions regarding the student's accommodations or need additional consultation. The information contained in this letter is confidential, and should not be shared with anyone without the student's written permission.

- **Testing:**

- 50% additional time is required for exams and quizzes, including those that are administered online
- Testing in the Office of Disability Services is optional

The use of the DS Testing Center is not required because assistive technology is not utilized.

However if faculty and student prefer to have exams proctored by Disability Services, the test administration form must be completed with your testing protocols and returned a week prior to the exam.

- **Captions:** Videos shown in class, or those that students are expected to view, must have captions. Review your syllabus for any video content. Contact the Office of Disability Services immediately with video information. The Office of Disability Services may be able to assist with captioning materials. The captioning process is time consuming and can take several weeks to complete.
- **Attendance:** Reasonable flexibility with your attendance policy may be needed. The student is responsible for notifying you and the DS counselor each time a disability-related absence occurs. The student understands that he/she is responsible for making up missed work in a timely manner. The nature and structure of your course will help guide what is reasonable. If absences become excessive, faculty are encouraged to talk with the student and to contact the above DS counselor.
- **Class Notes:** An email requesting a volunteer note taker will be sent to all students in your course. You are encouraged to support this request by making an announcement in class. However, a note taker may not be needed if you provide access to detailed class notes. Students with note taking issues should be instructed to contact Disability Services.
- **Frequency Modulation System (FM):** The podium microphone must be used in class to transmit verbal information to the student's receiver. Contact the Disability Services counselor, listed above, with any questions.

Thank you for your attention to this information. Please contact the Disability Services counselor, indicated above, with any questions or concerns.