



**Student Support Services  
Faculty Accommodation Notification**

**Semester:**

**Student ID:**

**Student Name:**

**Faculty- Keep this document for your records. This letter is valid only for the semester identified above.**

The above named student is approved by Disability Access for academic accommodations, due to a documented disability.

The purpose of accommodations is to address disability-related functional impairments and to ensure equal access to educational opportunities, as required by Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act and BOR policy. If any of the academic adjustments results in a fundamental alteration of the course, please contact the Disability Services office. All information regarding a disability is confidential and should be discussed privately between you and the student. Disability Access looks forward to collaborating with you in order to fulfill GHC's commitment.

**COURSE ACCOMMODATIONS**

Access to instructor power point/notes ahead of time

50% extended time on in-class assignments

Permission to audiotape course lectures/use designated note taker

Electronic textbooks

Use of screen reading software (Ex: Claro read) to access electronic textbooks

Preferential seating

**TESTING ACCOMMODATIONS**

50% extended time on tests/quizzes/exams

Quiet, distraction-reduced test environment

Non-programmable calculator for exams requiring math calculations

Math formula sheet

Word bank

Use of a computer with spell/grammar check, and text reading software (Claro Read)

Instructor to provide electronic copy of test in a Word document or PDF (no paper tests)

**OTHER ACCOMMODATIONS**

Priority registration

Foreign Language substitution for program authorized by RCLD

Reduced course load authorized by RCLD

**Student's Role:** It is the student's responsibility to meet with the instructor as soon as possible to discuss specific needs and the provision of these accommodations in a manner appropriate to the course setting; however, students are not required to disclose the specific disability.

**Faculty Role:** It is the Faculty Member's responsibility to work with the student to arrange the accommodations listed on this form as they pertain to the course. Given the varying nature of many courses, our staff will be glad to work with you to assist in identifying alternate ways to provide the necessary accommodations. Please do not provide any student with an individual accommodation plan until they have provided the Faculty Accommodation Notification. Should support be needed to facilitate the arrangement of the identified accommodations, contact Disability Access for assistance.

**Disability Support Specialist:**

**DSP Signature:**

Cartersville & Paulding Sit