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**Accommodation Letter Policy**

After appropriate accommodations are determined for a student, the Office of Disability Services creates accommodation letters that are to be delivered in-person to course instructors. Accommodation letters may outline specific accommodations, or may provide verification information about a disability so that a student and instructor can have an informed discussion about the student’s needs in the class. Accommodation letters are created each semester, and must be requested prior to the anticipated need for adjustment. It is a student’s responsibility to request accommodation letters from ODS, to deliver those letters to their instructors, and to engage in a discussion of their needs and the details of how accommodations will be provided with their instructors.

To set up accommodations at Marquette University;

1. The student must provide documentation of their disability to the Office of Disability Services;
2. Students must formally request accommodations for the classes in which they are needed;
3. An ODS representative will review the student's documentation and course requirements to determine appropriateness of request;
4. If request is granted, ODS representative will create an accommodation letter outlining the student's accommodations;
5. Student will deliver the accommodation letter and verbally communicate their needs with their instructors;
	1. Instructors may choose to arrange the accommodations themselves or ask the Office of Disability Services to help arrange the identified accommodations by following the Test Proctoring Guidelines which will be included with the student's accommodation letter;
	2. Instructors are to be given at least one week’s notice prior to the need for testing accommodations. Last minute requests may not be feasible;
6. Students are responsible for alerting ODS if they do not feel their accommodations are meeting their disability related needs.

The Office of Disability Services supports a student’s right to privacy, and information regarding accommodations is considered confidential. Questions regarding accommodations should be directed to the Office of Disability Services.

I have read and understand the Accommodation Letter Policy outlined above and agree to comply.

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Student Signature / Date

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Printed Name / MUID

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Office of Disability Services Representative / Date