

Sheila E. McCarthy

To: Michael Wasserman  
 Cc: Mary McGreevy; Sheila E. McCarthy  
 Subject: STUDENTS REGISTERED WITH ACCOMMODATIVE SERVICES  
 Attachments: Paul Pupil Student Accommodation Options Report.xls; Stella Student Accommodation Options Report.xls; Exam Process Information Sheet for Faculty.xls

**CONFIDENTIAL**

TO: Professors/Instructors  
 FROM: Sheila E. McCarthy, Director of Accommodative Services  
 RE: Students Registered with Accommodative Services

If you save this e-mail and the attachments, you will know the Accommodative Services students in your courses and you may refer to it at any time for information regarding a given student's accommodations. We have also attached an EXAM INFORMATION SHEET FOR FACULTY should you want to use our testing services.

The Clarkson University Office of Accommodative Services provides assistance to qualified students with a disability who have voluntarily self-identified and provided documentation to verify their eligibility for accommodations under the Americans with Disabilities Act of 1990.

Attached you will find **Accommodation Options Reports** for students who come to you for academic advisement or are currently enrolled in your course(s) and who wish to receive accommodations. I have met with each of these students and, based upon the nature of the disability, the accommodations listed on each student's Report are considered necessary and reasonable.

**It is the student's responsibility to discuss his or her needs with you.** If you would like to make additional accommodations, you are of course, free to do so. However, if a student requests an accommodation that goes beyond what is on the Accommodation Options Report, please feel free to contact me to discuss the need for such before providing the accommodation.

Should a student require testing accommodations, there are several options for you to consider. With at least three days notice, the **student** can sign up to take the exam at Accommodative Services. If you would prefer not to use our testing service, you could work out a mutual time when the exam could be administered to the student in your office or another available space. You may make arrangements for one of your graduate students or teaching assistants to administer the exam.

If you choose to use our testing services and one or more students have signed up with us to take the exam, we will e-mail you 3 days prior to the exam date with an Exam Request. This will include an Exam Coversheet attachment, which you will need to complete. The names of the students who are testing with us and the time they requested to take the exam are listed on the coversheet. We ask that you deliver tests to the Office of Accommodative Services, Price Hall 100. If you would like to use our courier service, you will find instructions for doing so in the Exam Request e-mail. Please call us if you have any questions about the exam process.

Your interest and concern in providing equal opportunity for students with disabilities is critical and greatly valued by these students. You may contact me at 268-7643 with any questions and/or referrals of other students. For more information please go to <http://clarkson.edu/oas/>. You will find a section entitled Faculty Information, which you may find helpful.

Thank you.