July 30, 2014

Accessibility Services Letter of Academic Accommodations

This letter is valid only in the current session for the course indicated below.

The University of Toronto is committed to fostering an inclusive environment of equitable access, equal rights and opportunities for persons with disabilities without discrimination. Through collaboration between faculty members, students and Accessibility Services staff, academic accommodations for students with disabilities are developed to address disability related barriers to learning that preserve the essential academic requirements of the University’s courses and programs. If you have questions about the academic accommodations listed below, please contact the student’s disability counsellor. For additional information about accommodations in general, please visit our website at www.accessibility.utoronto.ca.

Student Name: TEST, TEST
Student #: 25T
Course: DEE 220Y1 Y L0101-X
Accessibility Services Counsellor Name: Accessibility Counsellor
Advisor E-mail Address: firstname.lastname@utoronto.ca

Accommodation Expiry Date: May 1, 2015

List of Accommodations:
• Calculator (w/ Signature)
• Dictionary (w/ Signature)
• Electronic Dictionary (w/ Signature)
• Thesaurus (w/ Signature)
• Memory Aid Sheet (w/ Signature)
• Peer notetaker - It is the student’s responsibility to register for the note-taking service and after doing so, you will be contacted by our note-taking service requesting that an announcement be made in class to assist with recruiting a volunteer note-taker.
• Computerized Notetaker (hired by Accessibility Services) - The person who will provide the computerized note-taking services will present the professor with a letter of introduction from Accessibility Services and will attend the classes to take notes. The note-taker may use a digital recorder during the lectures and will only use these recordings for academic purposes. The note-taker may or may not need to seat themselves near the student receiving the accommodation and may require seating near an
electrical outlet.
• Real-time Captioning (hired by AccessAbility Services)
• Use of digital recorder for lectures - The student is to provide the recording device. The student is aware recordings must only be used by them alone. The nature of some class discussions may not permit recording and the student must request approval for this accommodation from the professor.
• Copies of overhead/Power Point presentations
• Use of writing aid (i.e., laptop, smart pen, tablet, cell phone) - It is the student’s responsibility to bring the writing aid to class.
• Use of tablet (for taking pictures of visual displays/notes) - It is the student’s responsibility to bring the tablet to class.
• Transcription of lecture materials
• Interpreter Sign (arranged by AccessAbility Services)
• Interpreter Oral (arranged by AccessAbility Services)
• Intervenor (to be provided by AccessAbility Services for lectures/tutorials)
• Assistive Listening Device - FM System (student to provide to Instructor)
• Electronic text required - Please post any in-class handouts on Blackboard in advance of the class in which they will be discussed.
• Taped text required
• Enlarged format required
• Braille Text required
• Course readings and assignments required in advance of the class - Student or disability counsellor will discuss with the professor how course readings and assignments may be made available in advance of the class.
• Closed captioning (CC) required for all TV/Video presentations.
• Lab partner required
• Requirements for field components may need to be altered (to be discussed with student, faculty, and AccessAbility Services).
• Alternative requirements for participation and oral presentations may need to be explored (to be discussed with student, faculty, and AccessAbility Services).
• May miss classes for disability related reasons - The student’s disability may prevent attendance at some classes/lectures/labs. It is the student’s responsibility to be aware of attendance and participation guidelines for the course and potential impact on grading. Prolonged absence from class or missing formal evaluations may require additional documentation and the student is responsible for providing this documentation.
• May require extensions for classwork assignments on a case by case basis for disability related reasons (extensions should be requested in advance of due date with usual extension maximum of one week). Extensions outside these guidelines must be negotiated and require an official Extension Request form to be submitted to the professor and disability counsellor for consideration.
• Guide Dog (vision aid)
• Reserved seating

Test/Exam Accommodations - If the student registers for these accommodations you will receive an email from test.exam@utoronto.ca. To ensure students receive their accommodations, please provide Test and Exam Services with the requested administration information and test/exam document within the specified times.

Note: Where an accommodation requires a professor’s approval and signature, the student will approach the professor with the request.

Given possible fluctuations in disability related issues, the student at times may require additional accommodations not listed above to be discussed with their disability counsellor on a case by case basis as issues arise.