



*This information is being provided to ensure that members of the Cornell Faculty are well-informed about federal disability laws and strategies to support students with disabilities.*

## New Student Accommodation Letters

Dear Cornell Faculty,

Student Disability Services (SDS) has changed the software management system we use for many of our services. This program generates student accommodation letters in a different format.

The new letters will have accommodations listed under the following categories:

- Alternative Formats;
- Assessment/Exam Accommodations;
- Classroom Access;
- Communication Access;
- Transportation;
- Additional Notifications

There is a section for individualized accommodations near the end of the letter under “Additional Notifications.” These are accommodations that will require more interaction with the student, such as determining whether deadline extensions or attendance flexibility is a reasonable accommodation in your course. The SDS staff can assist you with the decision-making process related to individualized accommodations.

Students continue to be responsible for obtaining their letters from SDS early in the semester and providing them to you in a timely fashion. We anticipate this new software system will improve the efficiency of our accommodation and communication processes, including the ability to email letters to instructors in the future. As we continue with the system’s full migration and implementation throughout the coming year, we will communicate with you about any changes and developments.

We have included an example letter on the back page of the Bulletin. We hope that you will find the new format easier to read and we invite you to contact us with any questions or comments. Thank you for your continued partnership in the provision of accommodations to ensure equal access to Cornell students with disabilities.

Sincerely,

Kappy Fahey, Director

Beth O’Connell, Assistant Director

Erin Sember-Chase, Assistant Director

### *Learn more about teaching students with disabilities*

The *Faculty Resource Guide to Teaching Students with Disabilities* has information about types of disabilities and their impact on student learning. The guide, along with previous editions of this Bulletin and other helpful information, can be found on the SDS website at [www.sds.cornell.edu/faculty](http://www.sds.cornell.edu/faculty).

**If you have questions about accommodations, please contact the SDS staff. Our goal is to help identify effective solutions for barriers to equal access for students with disabilities.**

### *The Impact of Winter Weather on Getting to Classes*

Please keep in mind that wintry weather contributes to the difficulty of getting around campus for students with permanent and temporary mobility disabilities. Snowy and ice-covered roads and paths of travel will add to the travel time to class, particularly for students using mobility devices. SDS offers the CULift shuttle service to students to assist with transportation around campus but the CULift experiences delays as well with wintry conditions and heavy use. Thank you in advance for your understanding!

# Example Student Accommodation Letter



## Cornell University Student Disability Services

**DATE:** Wednesday, December 02, 2015

**COURSE:** Fall 2015 – COURSE 100 – Intro to College

**TO:** Sample Professor

**FROM:** Katherine Fahey, Director

**Important Notice:** The information in this letter is confidential.

**Josephine Example** (ID 9999998) is a student enrolled in your course who qualifies under Federal and State law as a person with a disability. To ensure compliance with these laws and University policy, the following accommodations have been approved by Student Disability Services (SDS):

### 1. Assessment/Exam Accommodations

- Extended test-taking time, 50% more time than given to other students for exams, quizzes and in class assignments
- Reduced distraction testing location. More than one student may be assigned to this location as long as large group testing distractions are minimized.

### 2. Classroom Access

- Student may need to use laptop for note taking in class. Student will sign an SDS-provided Laptop Use Agreement Form with professor if requested.

Information about a student's disability status must remain confidential and be shared only for the purpose of providing accommodations. Instructors are responsible for educating about the University accommodation procedures to those assisting with the provision of accommodations related to their course (e.g., TA, Administrative Assistant). More information about the University accommodation procedures can be found at [http://sds.cornell.edu/Faculty/SDS\\_Handbook.pdf](http://sds.cornell.edu/Faculty/SDS_Handbook.pdf).

Students are expected to follow accommodation procedures, which includes providing faculty notification letters with reasonable advanced notice. Students who need immediate classroom access accommodations are advised to meet with instructors as early as possible to discuss their needs.

A circumstance may arise in a course that will require discussion between the instructor, the student, and the student's SDS counselor regarding additional accommodations to address accessibility to a unique feature of a course. Please contact the SDS office when you have questions about facilitating accessibility in your course.

Each college/school has a Disability Representative who can provide information about the accommodation process in that college/school. The list of Disability Representatives and their contact information can be found at: [http://sds.cornell.edu/Resources/Disability\\_Reps.html](http://sds.cornell.edu/Resources/Disability_Reps.html).

### Student Disability Services

420 Computing & Communications Center

Email: [sds\\_cu@cornell.edu](mailto:sds_cu@cornell.edu)

Website: <http://sds.cornell.edu>

Phone: 607.254.4545

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Katherine Fahey, Director (kf75)

Erin Sember-Chase, Asst. Director (ems65)

Beth O'Connell, Asst. Director (bko7)