

THE NEW DRC ACCOMMODATION LETTER

The Disability Resource Center (DRC) has adopted a new process that enables students to send accommodation letters directly to their instructors via our file management system. The accommodation letter will no longer be a separate PDF attachment. Instead, instructors and teaching assistants can expect to receive a secure email from the DRC with the outlined accommodations. Below is an example of what you can expect to receive :

From: **University of Florida - Do not reply** <do-not-reply-crm@ufl.edu>
Date: May 11, 2020 at 11:42 AM
Subject: Letter of Accommodation
To: [redacted]@ufl.edu, [redacted]@ufl.edu, [redacted]@ufl.edu



DRC Student	
Name:	[redacted]
Email:	[redacted]@ufl.edu
Term:	Sum 2020
Course Name:	GEO3502
Class Number:	12858

Accommodations	
Type	Details
Academic Accommodation	Course Access: Advance access to Syllabus, Assignments, and Deadlines
Testing Accommodation	Extended Time: (1.5X) Time and one -half
Testing Accommodation	Test Materials/Equipment: Computer for essay part of exams

The above named student has met with a Learning Specialist and has been approved for the accommodations for the term. If any accommodation listed above fundamentally alters any course requirement, faculty should reach out to the student's Learning Specialist as soon as possible.

Testing Accommodations: Instructors can facilitate testing accommodations via Canvas. For information on how to include testing accommodations within ProctorU and Honorlock, please visit [eLearning](#) or contact the [DRC Office](#).

The DRC encourages a collaborative relationship between the student and faculty member. Should you have any questions or need assistance in learning about how to implement an accommodation in your course please feel free to contact the student's learning specialist; their information is listed below:

Learning Specialist:
Amanda Metzler
DRCAccessUF@ufsa.ufl.edu
(352) 392-8565

The scope of the Disability Resource Center (DRC) is to help address access barriers in the learning environment. The DRC relies on a collaborative dialogue with faculty and students to approve appropriate and reasonable accommodations. Accommodations are used to remove barriers and provide equitable opportunities for accessible learning. It is important to note that the implementation of an accommodation may vary from course to course. Students are encouraged to engage in dialogue with their faculty to ensure their access needs are met. We invite faculty to utilize [Universal Design for Learning principles](#) in their courses to proactively address the need for accommodations.

If you have any questions, feel free to contact our office at DRC@ufsa.ufl.edu or 352-392-8565.

