



Disability Services Office  
ADA/504 ACCOMMODATION PLAN

Date \_\_\_\_\_

Dear Faculty Member,

\_\_\_\_\_ is a student in your class this semester. This student has provided documentation that a disability exists. Academic adjustments and accommodations are rights ensured under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. As a result, the following academic adjustments are requested to minimize or eliminate the impact of his/her specific disability.

Academic Adjustments – Classroom

- 1. Audio Recorder for lectures
- 2. Note taker / Copy of lecture notes
- 3. Textbooks in digital format
- 4. Lecture transcriptions
- 5. Sign Language Interpreters
- 6. Preferential seating (based on student need)
- 7. Accessible work station
- 8. Enlargement of handouts
- 9. Substitute measure for verbal class participation
- 10. Take-home written assignments as a substitute for in-class writing
- 11. Use of word processor/dictionary/spellchecker/calculator for in class assignments
- 12. Re-teaching of concepts by peer/professional tutoring (if available)
- 13. Periodic breaks during extended teaching periods
- 14. Student will schedule appointment or utilize office hours to review syllabus with instructor
- 15. Other: \_\_\_\_\_

Academic Adjustments – Testing

- 1. Extended time for tests  1.5x  2x  other
- 2. Reader for tests
- 3. Oral response to test questions
- 4. Scribe to record test responses and essay questions
- 5. Distraction-reduced testing area
- 6. Alternative test formats: specifically: \_\_\_\_\_
- 7. Oral directions for tests in addition to written directions
- 8. Directions / Test Questions restated for better understanding
- 9. Use of word processor/dictionary/spellchecker/calculator
- 10. Test enlargement
- 11. Other: \_\_\_\_\_

Your assistance is essential in ensuring this student’s equal access while enrolled at Johnson College. If you have any questions or concerns, please call the Counseling and Disability Services office.

Thank you for your cooperation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date