

Aurora University
Learning Center
Charles B. Phillips Library

CONFIDENTIAL

September 8, 2003

To: Instructor
Psychology Department

Jane Doe is known to this office as a student with disabilities under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. As a result, this student is entitled to the following accommodations:

1. quiet space for quizzes and tests;
2. extra time (1.5X) for quizzes and tests;
3. testing in the Learning Center; and
4. notetaker services.

We recommend that each faculty member and student agree on suitable course accommodations. The Learning Center will provide test proctoring at the instructor's request. If you would like the Learning Center to provide this service, please complete the **A.U. Learning Center Test-Proctoring Checklist**. I am including a copy with this memo.

If you have any questions regarding the particular needs of this student, please contact me at extension 5267, or Eric Schwarze, Director of the Learning Center, at extension 5521.

Sincerely,

Susan Lausier
Disabilities Services Coordinator

Attach: A.U. Learning Center Accommodations Checklist