



Spring Semester. February 22, 2016

- Undergraduate School
- Graduate School
- Online Programs
- Continuing Art Education
- Pre-College Art Experience Programs

Re: John Smith, 01234567

Dear Instructor,

The Academy of Art University is committed to providing reasonable accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Our records indicate that the above-mentioned student is currently enrolled in your class. The following accommodations have been approved for this student in order to provide an accessible learning environment and equal opportunity to succeed.

Students are expected to provide notice of their accommodations, in the form of this letter, at the beginning of the semester, or at a reasonable time prior to when they would like their accommodations to take effect. If students find that any of their accommodations are not appropriate or effective, it is their responsibility to notify Classroom Services.

While students may decide not to disclose the nature of their disability to you, it is important and appropriate for them to discuss their challenges and the ways in which they learn best. Accommodations should not conflict with course learning outcomes.

I am available to consult with instructors and students at any time and can be reached at 415.618.3880 or [sdacy@academyart.edu](mailto:sdacy@academyart.edu). Thank you in advance for your cooperation.

Sincerely,

Stella Dacy  
Accessibility Representative  
Academy Resource Center

**ACCOMMODATIONS REQUIRING INSTRUCTOR COLLABORATION:**

Student may require a note taker, and if so, will initiate this process by providing written instructions from Classroom Services. Instructor must notify Classroom Services if a note taker is not identified within one class session. Note taking should only occur when student is present in class. Student may also choose to record lectures.

Student may require extended time on quizzes and exams. The student may reserve a testing space and a proctor with Classroom Services and coordinate delivery of the test using a Testing Accommodation Form. For proctored exams in online classes, the student will ask Classroom Services for assistance in coordinating with Online Education.

Classroom Services will ensure accessibility to all buildings, classrooms and restrooms. If applicable, please clear passageways in your classroom so that they are wide enough for a wheelchair (at least 32 inches wide).

**ADDITIONAL ACCOMMODATIONS:**

Student has the option to meet with a Classroom Services Accessibility Representative on a regular basis for academic coaching sessions.

Specific furniture is reserved for this student and/or service providers. Please do not remove it from the classroom.

- Acting
- Advertising
- Animation & Visual Effects
- Architecture
- Art Education
- Art History
- Art Teaching Credential
- Fashion
- Fashion Journalism
- Fashion Styling
- Fine Art
- Game Design
- Graphic Design
- Illustration
- Industrial Design (Transportation & Product Design)
- Interior Architecture & Design
- Jewelry & Metal Arts
- Landscape Architecture
- Motion Pictures & Television
- Multimedia Communications
- Music Production & Sound Design For Visual Media
- Photography
- Studio Production for Advertising & Design
- Visual Development
- Web Design & New Media
- Writing for Film, Television & Digital Media

Accredited Member WASC, NASAD, CIDA (BFA-IAD, MFA-IAD), NAAB (B.ARCH, M.ARCH), CTC (California Teacher Credential)