



Student Name: WashU Student
Student ID: 123456

Dear Faculty and Advisors:

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (1990), this memo confirms that WashU Student has met the University disability eligibility criteria and has registered with Disability Resources (DR).

In certain courses or programs, students with disabilities may experience barriers related to their disability. The responsibility for implementing accommodations to address those barriers is shared among the student, the instructor, and Disability Resources. The following information is intended to help you and the student to implement accommodations appropriately.

Approved Accommodations:

Accommodation 1
Accommodation 2

Roles and Responsibilities:

Student: It is the student's responsibility to discuss the implementation of their accommodations with you in a timely manner. The discussion should focus on implementing the accommodations so that they are appropriate to both the student's needs and the design of your course. It is also the student's responsibility to schedule their approved accommodations in accordance with Disability Resource policies.

Faculty/Instructor: You have a responsibility to ensure that the approved accommodations are implemented in your course. If an accommodation seems unreasonable given the nature of the course (e.g., it is likely to fundamentally alter the essential course requirements), please contact Disability Resources as soon as possible to discuss this further. Please note that students may request an accommodation plan at any point during the semester. However, you are not obligated to provide accommodations retroactively. Students are not required to disclose the nature of their disabilities to faculty, classmates, or staff beyond those in Disability Resources, however it may be beneficial to discuss the functional impact of their disability. By treating the student's information as confidential, you will help us to ensure that they are not singled out on the basis of disability. For further information about specific accommodations, please visit our Accommodation Glossary on the Disability Resources website. For faculty wishing to have assistance in providing exam accommodations please visit our Faculty Information page on our website for further details.

Disability Resources: Our primary responsibility is to review all student requests and determine eligibility for disability related accommodations. Disability Resources facilitates accommodations for eligible students in coordination with our campus partners and community service providers. We also serve as a resource for you and anyone else who teaches, supports, or works with students with disabilities. Please do not hesitate to call on us for help in the implementation of accommodations, as well as in other aspects of disability. We will work with students and faculty to discuss and convey any changes to a student's accommodation plan throughout the academic year.

Sincerely,
Disability Resources
314-935-5970

disabilityresources@wustl.edu

<https://students.wustl.edu/disability-resources/>