How to Request Letters of Accommodation (LOA)

It is recommended that you review your accommodations each semester. To review your accommodations, make an appointment with the Disability Case Manager by calling 575-835-6209 or emailing disability@nmt.edu .

Each semester you will request your letters of accommodation from disability services by completing the https://www.nmt.edu/cds/docs/Accommodation%20Letter%20Request%20Form.pdf form, also available in the DS office or on the website https://nmt.edu/disabilityservices.php .

Turn the form into the Office for Disability Services (ODS) or email to disability@nmt.edu.

You may choose to utilize your accommodations in any or all of your classes.

The request for accommodation form will be reviewed and your letters will be created by ODS within 5 business days of request.

Your LOAs will be emailed to you when complete. You are responsible for delivery of LOA and speaking with your instructor regardless of delivery method.

Email the LOAs to your professors or go to their office hours (most office hours will be via zoom for Fall 2020) to deliver the letter. Or set up a time for a phone call or Zoom meeting.

Discuss the accommodations with your professor, if there are any questions or concerns; direct the professor to reach out to ODS for clarification.

You do not need to disclose your disability to your professor, you may discuss if you choose to, but this is your decision.

Any questions or concerns should be directed to the Disability Case Manager at disability@nmt.edu or calling 575-835-6209

By signing, the student and ODS agree that this information was discussed and the student understands the process. The student may reach out to Disability Service with questions at any time.

Date: _____

Student: Print _____ Signature_____

NMT ODS Representative: (Print) _____Signature_____

New Mexico Tech will provide reasonable accommodations to students with disabilities to enable students to meet institutional standards without compromising the Academic Integrity of the course, program, assignment or activity.