



How to Request Course Accessibility Letter (CAL)

It is recommended that you review your accommodations each semester. To review your accommodations, schedule an appointment <https://calendly.com/theresa-kappel-disability-services> with the Office for Disability Services.

Each semester you will request your Course Accessibility Letters from disability services by completing the form, <https://form.jotform.com/212237222482044> also available in the ODS office or on the website <https://nmt.edu/disabilityservices.php> . The form may change from semester to semester, please reach out to ODS or utilize the website for most current forms. You may choose to utilize your accommodations in any or all of your classes. It is recommended that you request and send your CAL for all classes, whether you use the accommodations is up to you.

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

The request form will be reviewed and your letters will be created by ODS within 5 business days of request. Your CAL will be emailed to you when complete. You are responsible for delivery of CAL and speaking with your instructor regarding your accommodations.

Email the CAL to your professors, then go to their office hours, or set up a meeting to discuss how your accommodations will be implemented in their class. Remember to get detailed information about how each accommodation will be achieved for the duration of the semester, including testing accommodations. Waiting until the day before an exam to work with your instructor will lead to misunderstandings and may not allow enough time.

Discuss the accommodations with your professor, if there are any questions or concerns: direct the professor to reach out to ODS for clarification by phone at 575-835-6209 or email disability@nmt.edu .

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

By signing, the student and ODS agree that this information was discussed and the student understands the process. The student should 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.

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Office for Disability Services • 801 Leroy Place • Brown Hall • Rm 20 • Socorro • NM • 87801
575-835-6209 • disability@nmt.edu • <https://nmt.edu/disabilityservices.php>

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