

DATE – SAMPLE Course Accessibility Letter (CAL)

To: Dr. So and So

Student Name: Jane Doe

Thank you for your ongoing commitment to accessibility and to excellence in instruction at our university. The Office for Student Access Services collaboratively works with both students and course instructors to ensure accessibility. By collaborating with you, we ensure students experience access in their coursework through accommodations or other outcomes. Information in this document is CONFIDENTIAL and should be protected and not disclosed to a third party without express permission of the student.

Reasonable accommodations are determined on a case-by-case basis based upon the design of the course and the student's situation. At the time this letter is sent, Student Access Services has knowledge of the student but likely has no knowledge of your specific course design. As a result, some accommodations listed within this letter may not align with course activities or may fundamentally alter the course objectives. Because courses vary widely, the discussion of potential accommodations in broad terms does not always translate effectively to every course and situation.

The following methods of instruction/assessment facilitate equal access for the student. Please contact our office if the methods listed do not eliminate barriers or if you believe these accommodations would fundamentally alter the course. We are always available to consult on specific student issues as well as accessibility issues for all students. If you have other ideas regarding how to create access for your course beyond what is listed, we encourage you to speak with the student or with this office to explore alternative options. Your input is a valuable part of the process.

The following are accommodations assigned by Student Access Services on behalf of Jane Doe:

Extended time on quizzes and exams. Jane Doe is allowed 1.5 times to take quizzes and exams. If you need these exams to be proctored by SAS, please use this form [SAS Exam Proctoring Request Form](#) the student will initiate the form for each exam proctored with the SAS Submit the form so that it is completed and in our office at least **48 hours** before the scheduled exam to ensure we have room for the student. As always, students can be proctored in your department. *Exams should be submitted to SAS 24 hours before the scheduled exam. If the instructor will submit the exam later, please work with the office.*

Ability to get up and take breaks during class session. At times, Jane Doe may need to get up and leave for brief periods during class session so that they may refocus on the material. The student has agreed to do so in a manner that minimizes the impact on other students.

Thank you in advance for your assistance. Please feel free to contact SAS at 575-835-6209 or email disability@nmt.edu if you have any questions about accommodations.

Sincerely,

Focused education in science and engineering

Office for Student Access Services • 801 Leroy Place • Fidel Center • Rm 245 • Socorro • NM • 87801
575-835-6209 • disability@nmt.edu • <https://nmt.edu/disabilityservices.php>

New Mexico Institute of Mining and Technology is an EEO-AA Institution





Theresa Kappel
Director Student Access Services
Office for Student Access Services

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