



**RCPD**  
*Maximizing  
Ability & Opportunity*

## Resource Center for Persons with Disabilities (RCPD)

Michigan State University

120 Bessey Hall

East Lansing, MI 48824-1033

(517) 884-RCPD (517) 355-1293 (TTY) (517) 432-3191 (fax)

<http://www.rcpd.msu.edu>

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### ACCOMMODATION LETTER

Reference Number: 20231113-992995

Created On: 11/13/2023

Student: Sparty Spartan (12345\*\*\*\*)

Valid Through: 12/31/2023

E-mail: spartysp@msu.edu

RCPD Specialist(s): Specialist Name (specialistemail@msu.edu)

The student named in this letter has undergone a needs assessment with the RCPD Access Specialist(s) named above and was determined to have a disability requiring academic accommodations or services as listed. The services and accommodations were carefully weighed and determined after a thorough review of medical and other relevant documentation. Revisions to this letter may occur by RCPD Access Specialists pending additional information, changes in disability status, unique academic settings, or by periodic review. You may contact the specialist named above with questions or concerns regarding the provision of accommodations and services or visit the RCPD website. Information about disabilities and related services/ accommodations should be treated confidentially by university faculty and staff. Faculty must strictly adhere to the services and accommodations listed below with modifications made only after consultation with an RCPD specialist named on this form.

#### Reading

- Preferred Small Document Format: EL
- Preferred Large Document Format: EL
- E-text Eligible

#### Testing (Ideally administered in or near the classroom under faculty supervision)

- 100% Extended time for in-class and online assessments except take-home, practical, and clinically-based assessments which require advance planning and special consideration.
- Separate Testing Room Eligible (small group setting outside main testing environment - May require private room when a reader/scribe is used or in consultation with RCPD Specialist for highly unique needs) - <https://www.rcpd.msu.edu/get-started/student-accommodations/alternative-testing>

#### Assistive Technology

- Portable Electronic Aids: Authorized for use of technology during class (microphone, smartphone, tablet, or laptop). Please consult with RCPD specialist if these become problematic.

#### Classroom

- Preferential Seating
- Access to electronic versions of overhead presentation materials
- Modify/adapt/describe visual aspects of course materials (diagrams/images)

#### Mobility Aids

- Crutch/Cane/Brace

## ACCOMMODATION LETTER

**Background and Philosophy:** The RCPD leads Michigan State University in maximizing ability and opportunity for full participation by persons with disabilities. Our philosophy is that disabilities need not preclude the achievement of goals and dreams...rather, they mandate a greater level of creativity, commitment and a repertoire of compensatory techniques. The team of professionals at the RCPD is ready to assist students, employees and visitors with resources that create an environment of opportunity. We value full integration of persons with disabilities throughout the university mission, programs and services. We believe that persons with disabilities at MSU are as much in control of their educational/work experience as a person without a disability. Our mission of maximizing ability and opportunity requires a collaborative working arrangement among the student, faculty and RCPD staff.

The RCPD Accommodation Letter provides a written summary of the accommodations identified as reasonable by the RCPD staff for the named student. Accommodations are designed to provide the student with an equal opportunity to participate in all educational activities, they do not provide an unfair advantage they simply level the playing field. The roles of the student, faculty and RCPD in the development and implementation are described below.

**The Student's Role:** Students provide the RCPD with detailed disability-related documentation from an appropriate licensed professional; describe the impact of their disability in an academic setting; and request services/accommodations that mitigate the impact of the disability on their studies. Students are expected to request or discuss needed accommodations in a timely manner (normally prior to or during the first week of class) with the appropriate university personnel including RCPD Specialists and classroom faculty.

**The RCPD's Role ([www.rcpd.msu.edu](http://www.rcpd.msu.edu)):** The RCPD reviews disability documentation, verifies that the documentation satisfies disability verification guidelines and conducts a needs assessment with the student to clarify the impact of the disability. RCPD staff may also communicate with departments or individual faculty members to better understand the nature of the course or program as part of the needs assessment and accommodation determination process. At the conclusion of the needs assessment, students receive an Accommodation Letter summarizing appropriate services and accommodations as well as an introduction to implementing the needed services.

**The Faculty's Role:** At the request of the student, the faculty member meets with the student to discuss accommodation needs and make arrangements for accommodations outlined in the Accommodation Letter. If faculty have questions regarding the provision or appropriateness of accommodations, they may contact the RCPD Access Specialist for assistance and always prior to deviating from the noted services/accommodations.

**Legislative Background:** Federal legislation including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act state that academically qualified students with disabilities must be reasonably accommodated in instruction and academic assessment. In order to be eligible for services, students must have a clearly documented disability. A disability is legally defined as a physical or mental impairment substantially limiting one or more major life activities (e.g., walking speaking, seeing, hearing, sitting, breathing, learning, or caring for oneself). RCPD determined accommodations are intended to provide equal access as required by law; they should not fundamentally alter the course/program or create an undue financial or administrative burden to the faculty or university. As disabilities are individualized and may produce different impacts or need for accommodation in different settings, the services and accommodations may vary slightly in some situations. Faculty are encouraged to work collaboratively with the student and seek support from RCPD Specialists as needed.