**Memo**

To: New Student, ENGLxxx student

H---- T---, DRC Coordinator

From: J---- K-----, ENGLxxx instructor

Subject: Course Accommodations

Date: January 15, 2021

This memo is meant to record our discussion in relation to your Letter of Accommodation for Spring 2021. I want to ensure you that you are welcome in the course, and these accommodations will help you meet the course’s main goals. By putting this in writing, I want to record our understanding of the reasonable accommodations and expectations in place. For our class, here are the agreed upon accommodations:

* **Attendance**: You can up to four synchronous sessions if needed. Please note that this does not allow for unlimited absences. Missing extended numbers of classes will require additional documentation. Please stay in contact with me if you must miss a class, and schedule a time to meet with me if you believe you will need to exceed the four absences we discussed, as it may begin to impact your overall grade. We can likely follow up during office hours.
* **Extensions on assignments:** Please let me know if you need an extra day or two for completing assignments. Email me and we can set specific dates for you to be caught up. While I can offer some extensions, the work in this class builds on previous assignments, so falling behind may make completing future work difficult. Also, as we discussed, I cannot provide an extension for the final project, which is assigned during week two, and will be due during finals week. If you are concerned about meeting this deadline, please contact me directly.
* **Alternative Formats:** I am coordinating with the DRC to make these available.

As you are aware, establishing these accommodations is a shared interaction between the student, instructor, and DRC. We can revisit them later in the semester should anything related to them change or if expectations related to the course are not being met. You remain responsible for all other policies and assignments outlined in the syllabus.

Please do not hesitate to come talk to me further regarding your accommodations or any other aspect of the course.