Plan for Academic Accommodation:

NOTE: These lines are used to list the different types of academic accommodation a student may receive. The goal is to create equal access and opportunity in relation to a medical, physical, sensory, or brain related issue.

This plan may become dormant after each semester. To reactivate the plan for another semester the student should contact Ability Services and express intent to continue taking courses.

An academic accommodation is usually not immediately available at all times. To ensure it’s available when needed you should learn and follow some established procedures. The procedures usually include these basic elements: 1.) Get a copy of your Accommodation Notification Memo from Ability Services; 2.) Give the memo to the professor; 3.) Review the professor’s syllabus; 4.) Make advanced decisions regarding when the accommodation will be needed; 5.) Outwardly notify the professor before each time the accommodation will be needed; 6.) If the professor wants Ability Services to arrange the accommodation, fill out the proper form and submit it to that office; 7.) Quickly notify Ability Services about any problem with an accommodation.

For appropriate reasons this plan may be revised; contact Ability Services if that seems necessary. The plan isn’t intended to mean you have a legal right to accommodation, nor that other agencies (besides UWRF) will allow you the same kind of accommodation. If an accommodation will eliminate or reduce a highly important objective in a course, your major, or an academic program there could be times when it won’t be allowed.

Supervised students work for Ability Services and may be involved in preparing your accommodation. These students may need to know certain things about your courses, and, when necessary, can discuss those things with the professors. If it appears you’re in a dangerous situation Ability Services may provide helpful information about you to appropriate authorities. The Ability Services website describes a “Concern Report Process” for reporting an accommodation problem, appealing an un-agreeable decision, or filing a grievance.

I, ___student’s name___, have been able to adequately participate in the development of this plan. I’ve been able to include whomever I wanted for support in that process. I’ve had a chance to ask any questions and received sufficient answers. I should be sure to obtain a photocopy of this plan after it’s signed by the Office Coordinator, below. My signature will indicate I understand and agree to everything on this page.

Student’s signature ___XXXXXXXXXXXXXXXXXXXX___ Date ______________________

Office Coordinator ____________________________ Date ______________________

Mark Johnson
Commitment to Equal Access and Opportunity:
At the University of Wisconsin-River Falls no student may be denied admission to, participation in, or the benefits of, or be discriminated against in any service, program, course or facility of the institutions or its centers, because of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

In Relation to Ability Services You Should Expect:
1. Conditions of confidentiality and privacy.
2. Opportunities for timely and goal oriented interactions with the office staff under conditions of respectful treatment.
3. The ability to review and receive copies of any records the office has in your name, if requested.
4. The ability to include other important people in your interactions with the office.

Responsibilities of all College Student Who Want to be Academically Successful:
1. To form a working relationship with the professor of each course, study diligently, and strive to complete all course work in the allotted time.
2. If seeking a degree, to work with an academic advisor on a strategic plan for selecting courses.

Additional Responsibilities of Students Who Have An Option to Receive Academic Accommodations:
1. To learn the expected protocols for requesting your accommodations before they’ll actually be needed. To request a written copy of the directions for those protocols if uncertain about them.
2. To quickly and outwardly notify the Ability Services office and/or professors of any problem with an accommodation, versus waiting for them to independently recognize it.

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