



Dear Faculty Member,

**{Student Name}**, a student enrolled in your course listed in the email sent with this document, has a documented disability on file with the University.

In accordance with Federal and state laws\* and consistent with our mission, please provide the following accommodations to ensure equal access to University programs:

- **Time and a Half for exams:** The student is eligible for time and a half on test/quizzes/exams.
- **Frequent Breaks:** The student may periodically need to excuse themselves unexpectedly during class. This is due to a disability related flare up and may include breaks during examinations.

Thank you in advance for your cooperation. If you have any questions, concerns or recommendations, please don't hesitate to contact me.

Best regards,

**Annabell DuMez-Matheson**  
Assistant Director, Disability Support Services  
Center for Learning, Lower Moyer Hall  
206.281.2272

\* For more information, please visit: [Title III of the ADA Amendments Act 2008](#), [Section 504 of the Rehabilitation Act of 1973](#), [RCW 28B.10.916](#)