

## Accommodation Planning Tool

*This document is a tool to support faculty and students in communicating about reasonable accommodations in the course. It is not required for the form to be sent back to Student Accessibility Services (SAS). Should disputes arise, SAS staff will ask either party if this form was utilized. Other acceptable documentation on agreement could include email exchange, verbal agreement and confirmation.*

### Student/Instructor information

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Instructor name: \_\_\_\_\_ Course: \_\_\_\_\_

### Plan for implementation: (Examples in gray disappear as information is added to the table below)

*Plan disclaimer: Every student has individual needs. A plan created for one student may not meet the needs of another. Likewise, accommodation implementation may vary based on course design and/or those individualized needs.*

Accommodation	Plan

### Additional Details and Considerations

*Are there additional considerations or details that need to be considered in the plan above?*

**Communication Time Frame and Method**

*What is the timeframe required for communication on accommodations (if applicable)?*

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**Contact Information**

Best method to contact instructor	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Other:
	<input type="checkbox"/> Canvas	<input type="checkbox"/> Office hours	
Instructor contact information (if needed)			
Best method to contact student	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Other:
	<input type="checkbox"/> Canvas	<input type="checkbox"/> Office hours	
Student contact information (if needed)			

**Additional Accommodations (If needed)**

Accommodation	Plan

Signatures Encouraged: \_\_\_\_\_

*Student signature*

\_\_\_\_\_

*Instructor signature*

Date of meeting: \_\_\_\_\_

*If there are questions on how to provide accommodations or further guidance is needed, please contact CELT or SAS as needed. The student and/or instructor should contact SAS if terms of agreement are not being met.*