Both the student and instructor must sign and date this page, to document their mutual understanding of the student’s Faculty Contact Sheet.

**STUDENT**, BEFORE YOU SIGN BELOW, meet with each of your instructors to:

1. **Discuss your current Faculty Contact Sheet** (this is the accommodation letter you obtained from SAS). With each instructor, review your accommodations and discuss how they will be implemented. For example,
   a. **Will the instructor be providing your exam accommodations?** If not, you are responsible for e-mailing the CTL Testing Coordinator, at least 2-3 days before the exam date: testing@marymount.edu.
   b. **How far in advance can you receive a copy of handouts and/or study guides?** Will they be posted to Blackboard before class?

2. **Clear up any questions you may have about the course** syllabus, requirements, and any policies on late assignments, make-up exams, and absences. Reasonable accommodations rarely extend to absences or make-up work, so it’s important that you fully understand the expectations for students enrolled in the course.
   - Once you have addressed all concerns, sign with them in the box provided below.

3. **Return this signed document to Rowley G105**, or make an appointment* with the Director of SAS to discuss your specific concerns.

   * **NOTE:** Students who need to meet with the Director of SAS must log-in to Blackboard, select the Starfish tab, and locate the Director’s appointment calendar under their “Success Networks”. Appointments can also be scheduled using the computer kiosk at the front desk of the CTL in Rowley Hall G105, during normal business hours. For scheduling assistance, please contact the CTL’s Starfish Administrator, 703-284-1538, ctl@marymount.edu.

**INSTRUCTOR:** Please sign in the empty box below with the student present. Note any changes below.

- If there are special procedures or other noteworthy information that could impact this student’s accommodations in your course/section, please make note in the box provided below.

- If any of the student’s accommodations are already built into the design of your course (i.e., handouts posted online for everyone), feel free to make a note below. Please avoid duplication of the accommodations that are already stated in the student’s Faculty Contact Sheet.

- Please retain a copy the student’s Faculty Contact Sheet and this signature page, for your own records. Questions? Concerns? Please resolve with SAS before signing: 703-526-6925.