STUDENT:

1. **Fill-in information in the box below**, adding course name, course meeting days and times, instructor name, course location and your name.

2. **Meet with each instructor for each of your classes this semester.** (This can occur before or after class, during your professor’s office hours, or at any other agreed upon day, time and location.)
   - Share your signed Faculty Contact Sheet with your instructor.
   - Discuss your approved accommodations and/or recommended supports.
   - Agree upon how each approved accommodation will be provided.
   - Review and ask questions about the course syllabus, including any off-campus requirements and policies on class absences, late assignments, and make-up exams.

3. **Accommodations only become effective** once you and your instructor sign and date this form in the box below, and return it to Student Access Services.

4. **Return both pages of your Faculty Contact Sheet to Student Access Services.**

Return methods include:
   - Visiting the Center for Teaching and Learning (CTL) in Rowley G105 and leaving signed documents at the front desk.
   - Scanning and emailing documents to access@marymount.edu.
   - Mailing signed documents to:
     Marymount University
     Student Access Services
     2807 N. Glebe Road
     Arlington, VA 22207

---

**INSTRUCTOR:** Please sign below, after reviewing accommodations and/or recommended supports.

Note any areas of concerns in the space provided.

---

**COURSE:** ______________________________________

**DAYS/TIME:** ____________________________________

**INSTRUCTOR:** ______________________________

**LOCATION:** ________________________________

**SUPPLEMENTAL NOTES** (if none, leave blank & sign):

---

**STUDENT NAME, PRINTED:** ________________________________

**STUDENT SIGNATURE:** _____________________________

**DATE:** ______________________

**INSTRUCTOR SIGNATURE:** ___________________________

**DATE:** ______________________