



CONFIDENTIAL

Fall 2020

STUDENT:

1. **Add your name, date and course name on blank lines below.**
2. **Share your SAS approved FCS with each instructor for each of your classes this semester.** (This can be accomplished by emailing your FCS to your professor).
3. **Discuss your approved accommodations and/or recommended supports.** For example, class absences, extra time on exams, copies of class presentations etc.
4. **Agree upon how each approved accommodation will be provided.**
5. **Review and ask questions about the course syllabus,** including any course requirements and policies on class absences, late assignments, and make-up exams.

FACULTY MEMBER:

1. **Review and discuss the approved accommodations with your student.**
2. **Agree upon how each approved accommodation will be provided.**
3. **Review and share information about the course syllabus,** including any course requirements and policies on class absences, late assignments, and make-up exams.
4. **Together please determine how the approved accommodations and recommended supports will be implemented in your class this semester.**
5. **If you and your student agree upon implementation of the accommodations and supports,** please sign below by adding your name and date below, or email acknowledgement to SAS and copy your student on the email.

STUDENT & FACULTY:

Accommodations only become effective once both student and faculty member acknowledge agreement of FCS through communication back to Student Access Services by either:

1. **Return of this second page** of your Faculty Contact Sheet (FCS) to Student Access Services (SAS) by emailing access@marymount.edu this sheet AFTER you and your professor add your names and date signed, below.
OR
2. **Email acknowledgement** and agreement of FCS from **MU faculty AND MU student email** accounts to SAS at access@marymount.edu email from faculty@marymount.edu cc: abc12345@marymount.edu to access@marymount.edu .

COURSE : _____

FACULTY SIGNATURE

DATE

STUDENT SIGNATURE

DATE

Please note any areas of concerns in the space provided: