**MODIFICATION OF ASSIGNMENT FORMAT**

**Description:** All students are responsible for fulfilling the essential requirements of their courses, including the completion of all assignments. However, the specific format of an assignment may pose a barrier to a student with a disability. When the format of the assignment is not essential to the fundamental objectives of a course, it is important for the instructor, student, and accessibility counselor to engage in a collaborative process to determine the *possibility* of modifying an assignment’s format.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester. 

1. Review your course syllabus as soon as you have access to it.

2. If you believe you will need to use this accommodation during the term, email your instructor right away and copy your accessibility counselor.

3. Maintain communication with your instructor and accessibility counselor regarding your progress.

4. Continue to email your instructor and accessibility counselor regarding any subsequent requests.



**1. Review your course syllabus as soon as you have access to it.** Some instructors will upload their syllabus to Blackboard before the course begins, while others email it to the class at the beginning of the term. Please look over each syllabus and try to determine if you will experience any issues during the term, such as the format of assignments.

**2. If you believe you will need to use this accommodation during the term, email your instructor right away and copy your accessibility counselor.** As soon as you believe you will need to use this accommodation due to the format of an assignment, email your instructor and copy your accessibility counselor when you do so. The instructor will then consider your request as part of the collaborative process and work with you and your accessibility counselor.

**3. Maintain communication with your instructor and accessibility counselor regarding your progress.** If your instructor agrees to an alternative assignment format and still you are still experiencing difficulties with it, reach out to the instructor and your accessibility counselor right away.

**4. Continue to email your instructor and accessibility counselor regarding any subsequent requests.** If you should have a need to use this accommodation for other assignments during the semester, maintain communication with your instructor and accessibility counselor.