



McBurney Disability Resource Center

UW-Madison's Office for Students with Disabilities

Term Sent: **Fall 2024**

Sent Date: **Wednesday, August 21, 2024 at 08:13 AM**

Sent By: **Mari Magler**

From: **McBurney Connect** (Email: mcburneyconnect@studentlife.wisc.edu)

Subject: **Important: New tool for limited flexibility accommodations**

Email Content:

Dear Instructors,

Happy Fall Semester! The McBurney Disability Resource Center is introducing a new tool within the McBurney Connect Instructor Portal to streamline the process for implementing limited flexibility accommodations for students. Starting with fall 2024, here's how the online process will work:

1. **Student Request:** A student will select their limited flexibility accommodation(s) for each course in McBurney Connect. The Student Accommodation Letter will then be sent to you.
2. **Notification:** You will receive instructions in the Student Accommodation Letter to complete a questionnaire in McBurney Connect regarding limited flexibility accommodations for that course section.
3. **Access the Questionnaire:** [Log in to the McBurney Connect Instructor Portal](#) and go to the Limited Flexibility Plans Module (found in the left-hand menu).
4. **Complete the Questionnaire:** Fill out the Limited Flexibility Plan Questionnaire to define reasonable flexibility limits for your course. Once the plan is completed, You may choose to copy the limited flexibility plan to other course sections where applicable.
5. **Student Communication:** Students will reach out to you if they experience a disability-related flare-up and will follow the limited flexibility plan.
6. **Need Help?:** If you have any questions or need assistance, McBurney Center staff are available to help you set reasonable limits and identify alternative means for meeting course expectations.

This new tool aims to make the process smoother and more consistent for both you and your students. If the tool does not capture unique expectations for your course, you may meet directly with students to define a limited flexibility plan with clearly defined parameters. Once the plan is developed, email it to the student and the student's Access Consultant.

On, Wisconsin!



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