Course Accessibility Letter on MyPurdue

**Student View:** A student now has the option to view and send his/her Course Accessibility Letter (CAL) to Faculty and/or Advisors. To access the CAL, the student navigates to the Academics tab in myPurdue. Under the Personal Information component, they will see “DRC Accommodation Letters”

Once they select DRC Accommodation Letters, they will be prompted to select a term *(note, you cannot view letters from previous terms, only the current term):*

Once term is selected, the student will be directed to a page with all faculty and advisors associated with them. The student must select the check box next to the faculty and/or advisor they would like to see the CAL (highlighted in yellow).

Once the student selects “Send E-mail” the faculty selected will receive an e-mail notification stating there is a letter available (Advisors do not receive this notification).
Note the sea green highlighted fields show the student if/when the faculty and advisors have viewed their letter from myPurdue.

The student can view their CAL by selecting “View Accommodation Letter” link from this page:

**Please note...if the student goes back to this page and selects “send e-mail” again, another e-mail will be sent to the faculty with check marks**
**Faculty View:**

Once a student has selected what faculty they would like to send their accommodation letter to, the faculty will receive an e-mail from drc@purdue.edu:

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Dear Instructor,

A Course Accessibility Letter (CAL) has been created for [enrolled student] who is enrolled in EAPS 69909-Research PhD Thesis. This CAL was last updated on October 11, 2019 09:10:30 AM. Please log into myPurdue, navigate to the Faculty Tab and select the Disability Letters link to view the student’s letter.

If you have any questions please contact the Disability Resource Center at 765-494-1247 or drc@purdue.edu

Thank you.

Disability Resource Center
Young Hall - Room 830
drc@purdue.edu
765-494-1247
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The faculty member can log into myPurdue, navigate to the Tools component and select DRC Accommodation Letters link:

They will be prompted to select a term (note, you cannot view letters from previous terms, only the current term):
Faculty can view all student CALs (organized by course) for those students who have shared a CAL with them:

The faculty can select the student’s name (greyed out from screenshot above for privacy) to view the CAL.

**PLEASE NOTE:** Any changes made to the CAL will not trigger a new notification to Faculty. If there are changes made, the student should notify the faculty of changes by opening myPurdue DRC Accommodation Letters hyperlink, ensure the appropriate faculty is selected, and click save so the faculty can be notified of the changes via e-mail.
Advisor View:

Once a student shares a CAL with the advisor, the advisor can view the CAL by logging into myPurdue. Under the Advising tab, find the DRC Accommodation Letters link:

They will be prompted to select a term **(note, you cannot view letters from previous terms, only the current term):**

The next page will display all students who have a CAL that has been shared with the advisor.

The advisor can select the student’s name (greyed out from screenshot above for privacy) to view the CAL.