



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

AccessMSU - Instructor Guide Communication



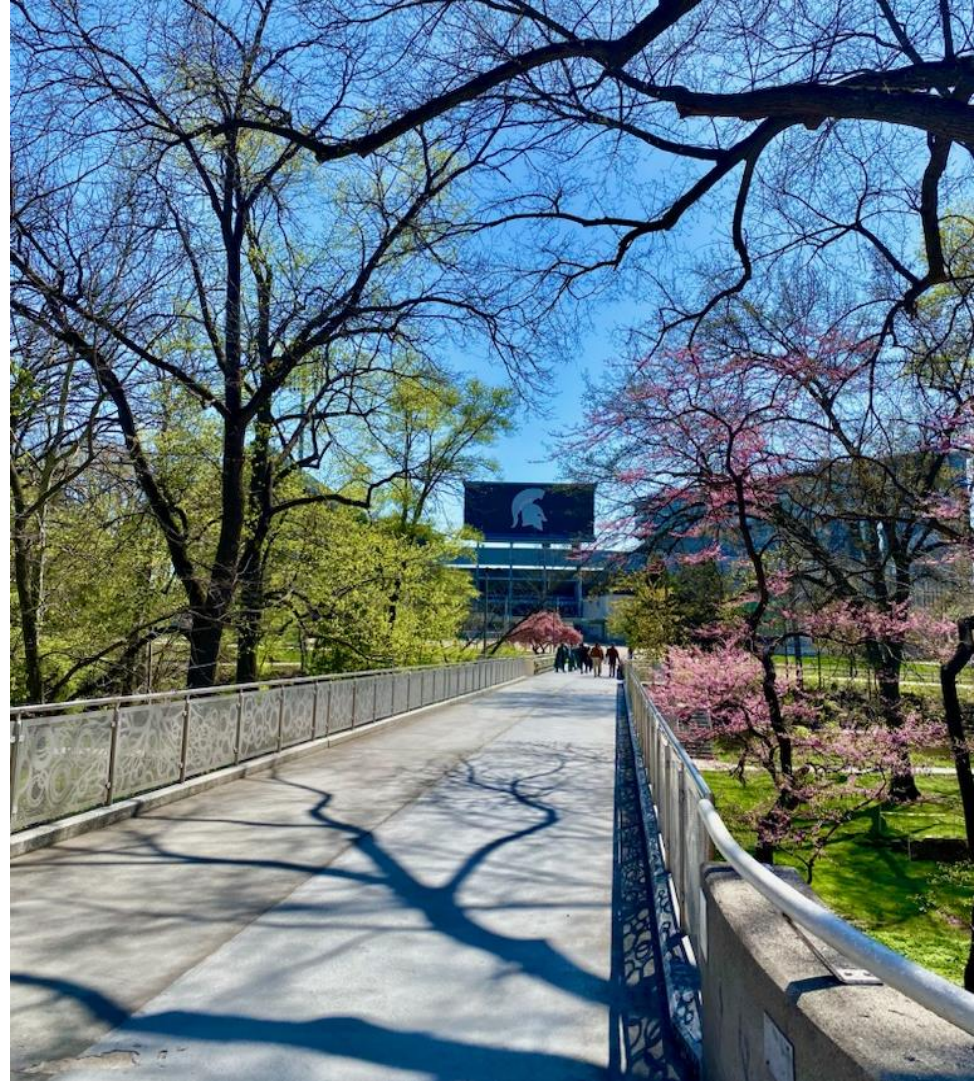
This guide

AccessMSU sends accommodation-related communications automatically.

When a student requests accommodations for your class, the system sends you an email with the accommodation letter attached.

This guide covers all emails related to accommodation requests.

For information on how to view specific accommodations on the faculty portal, see [AccessMSU Faculty Guide](#).



When you will start getting emails

- Accommodation letters are not sent until **seven days** before classes begin.
- Students can request their accommodations earlier than that, many do, but the system holds all letters and releases them **seven days** before the semester starts.

What this email looks like



Hannah Huey-Jones <notify@rcpd.msu.edu>

To: Gombosi, Shelby; Zhang, Beau

😊 Reply ↩️ Reply all ↩️ Forward ➡️ 📧 ⌵ 🗺️ ⌵ ⋮

Thu 5/21/2026 11:20 AM



Resource Center for Persons with Disabilities
University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

CONFIDENTIALITY NOTICE

A student's accommodations and their involvement with the Resource Center for Persons with Disabilities (RCPD) are confidential. This information may only be shared with individuals directly responsible for implementing the accommodations. If you believe another staff member needs to be involved, please contact the RCPD to discuss next steps.

May 21, 2026

Student name, email

Semester-year, course number

Instructor name

The Resource Center for Persons with Disabilities (RCPD) has determined the following temporary accommodations to be appropriate for Student based on an interactive process, which includes careful review of relevant documentation, conversations with the student, and application of state and federal disability laws.

This letter serves as Michigan State University's notification of Student accommodations, and, as the instructor of record, you should begin taking steps to implement these accommodations in your course. While students are strongly encouraged to connect with individual instructors regarding the application of their accommodations, this cannot be a prerequisite to starting the implementation of accommodations.

Student is eligible for the following accommodations. Please note, unless otherwise listed below, these accommodations are applicable through the end of the Spring 2026 semester on Wednesday, May 19, 2027.

Additional Notifications Regarding Student

- **Temporary Eligibility Note** (Expires on **Friday, July 31, 2026**)

Faculty Note

1. Testing Accommodations

- **25% Extended Time**

Email vs. PDF

From: Lindsay Hill <notify@rcpd.msu.edu>
Date: Friday, August 7, 2026 at 8:53 AM
To: Huey-Jones, Hannah <hueyjon1@msu.edu>
Subject: [RCPD] [UPDATED] Summer 2026 RCPD Accommodation Letter - Demo Spartan - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)



Resource Center for Persons with Disabilities
University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

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August 07, 2026

RE: Demo Spartan, ,
Summer 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

Professor Hannah and Beau Zhang,

The Resource Center for Persons with Disabilities has approved accommodations for **Demo Spartan** following an interactive process that includes review of documentation, conversations with the student, and application of state and federal disability laws.

This letter serves as Michigan State University's official notification of approved accommodations. As the instructor of record, you are required to begin implementing these accommodations upon receipt of this notice. Accommodations must be implemented promptly and may not be delayed pending a meeting with the student. Students may choose to connect with you to discuss how accommodations apply in your course, but such a meeting cannot be required prior to implementation.

RCPD recommends that students share their testing accommodations at least seven days prior to the need for accommodation.

As a best practice, we strongly encourage you to email the student with your plan for implementing each accommodation and invite them to follow up with any questions or requests for clarification.

Demo is eligible for the following accommodations:

Updates to the accommodation requests for this course

New Accommodations:

- Accessible format for class materials
- Automated Captions
- Captioned/Subtitled Video Eligible
- Portable Electronic Aids
- Real-Time Captioner Eligible
- Student may audio record lectures

Accommodations Removed:

- 50% Extended Time
- Notetaking Services

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July 28, 2026

RE: Demo Spartan, ,
Summer 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

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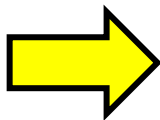
1. Alternative Formats

- **Accessible format for class materials**
Student and instructor will discuss access needs for materials. Instructor is required to make materials (ex: handouts, articles, worksheets, etc) in accessible formats.

- Note that students can download their accommodation letter, you may also receive an email from students with the letter in PDF format.
- The PDF should have the same accommodations as the email.

How to read an accommodation letter

Student information,
semester and course
number



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Summer 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

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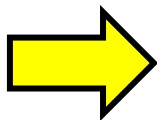
Demo is eligible for the following accommodations:

1. Alternative Formats

- *Accessible format for class materials*

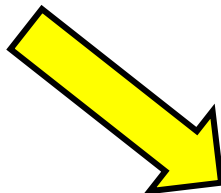
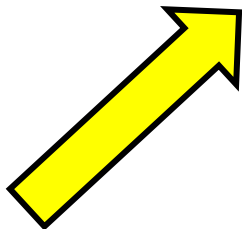
Student and instructor will discuss access needs for materials. Instructor is required to make materials (ex: handouts, articles, worksheets, etc) in accessible formats.

Accommodations that
this student is
approved to use in
your course



How to read an accommodation letter

Some example accommodations



3. Classroom Access

- ***Student may audio record lectures***

Student is responsible for recording. Student will utilize technology in class (phone, tablet, laptop, recorder, etc) to record. Recording may not be allowed in specific situations including sensitive topics, proprietary information, some guest speakers, peer discussions. Instructor should alert students when recording is not allowed. Recordings are only for personal use.

4. Communication Aids

- ***Automated Captions***

Instructor will facilitate machine-generated auto captions during lecture. If instructors have any questions about compatibility and/or need help troubleshooting, please contact the specialist and/or MSU IT at (517) 432-6200, or via the IT Self-Service Portal.

- ***Captioned/Subtitled Video Eligible***

Captions will be turned on for all live videos and video meetings. <https://support.zoom.us/hc/en-us/articles/8158289360141>). Please review MSU captioning instructions and resources here (https://webaccess.msu.edu/Help_and_Resources/caption-guide.html).

- ***Real-Time Captioner Eligible***

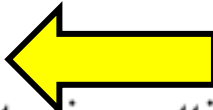
A human real-time captioner will attend class live via video conference on student's personal device. RCPD specialist coordinates with the student and captioner. Instructor and student will coordinate setting up video conference.

5. Notetaking Services

- ***Peer Notetaker***

Student may require access to a peer's copy of notes. A peer notetaker from the course will be identified and managed by the DRC. Student is required to sign an Intellectual Property Agreement which is held on file at the DRC.

How to read an accommodation letter

- *Access to food and water - Expires on Friday, May 01, 2026* 
Student will provide these items. Proctor may inspect items in testing settings.
- *Access to Medication - Expires on Friday, May 01, 2026* 
Student will provide these items. Proctor may inspect items in testing settings.

Temporary accommodations will have an expiration date next to them on the letter.

When accommodations are updated

- If a student changes which accommodations they are using in your class, adding one or dropping one, you will receive a revised letter.
 - The newest letter always replaces the older one.
 - If an accommodation that was on the earlier letter is missing from the new one, the student has chosen to stop using it in your class. That's a normal part of how the system works, not a mistake to flag.
 - Anything newly added applies from the date you receive the revised letter forward.

[RCPD] [UPDATED] Summer 2026 RCPD Accommodation Letter - Demo Spartan - DEMO 999.001 - DEMO: FAKE CLASS
(CRN: DEMO)



Lindsay Hill <notify@rcpd.msu.edu>

To: Gombosi, Shelby

Name of the access specialist



Thu 7/23/2026 12:29 PM



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University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

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July 23, 2026

RE: Demo Spartan, ,
Summer 2026 - DEMO 999.001 - DEMO: FAKE CLASS (CRN: DEMO)

Student information, semester
and course number

Professor Hannah and Beau Zhang,

The Resource Center for Persons with Disabilities has approved accommodations for **Demo Spartan** following an interactive process that includes review of documentation, conversations with the student, and application of state and federal disability laws.

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Updates to the accommodation requests for this course

New Accommodations:

- Automated Captions
- Captioned/Subtitled Video Eligible

Updates to this student's
accommodations

Make sure you receive emails from the system

- These emails come from the AccessMSU system so the sender address may look automated. As a result, they sometimes end in junk folders
- They generally follow this format:
 - Sender: [Access *Specialist*: notify@rcpd.msu.edu]
 - Subject line: [RCPD] Summer 2026 RCPD Accommodation Letter – *Student Name - Course Number*
- To avoid missing a student's accommodation, please make sure that emails from notify@rcpd.msu.edu and rcpd@msu.edu are not blocked or filtered.