



SAN DIEGO STATE
UNIVERSITY

Student Ability Success Center

Division of Student Affairs and Campus Diversity
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4740 Tel: 619-594-6473
Fax: 619-594-4315
TTY: 619-594-2929

DATE: June 10, 2020

FROM: Student Ability Success Center

TO: INSTRUCTOR

CC: ASSISTANT DEAN

RE: STUDENT NAME RED ID

This letter is to verify that **STUNAME** contacted our office on **DATE** indicating that they are unable to attend their scheduled in-person course due to COVID-related concerns.

You are receiving this letter because the university is obligated to provide arrangements due to potential risks associated with face-to-face instruction settings in connection with COVID-19. The Center for Teaching and Learning has collected suggestions for working with students who are unable to attend in-person courses at ctl.sdsu.edu and on the [CTL Faculty Canvas Homeroom](#).

This need for academic arrangements is temporary and for the Fall 2020 semester only. If the student requires longer-term academic accommodations due to a documented disability or medical condition, the student may register with SASC through the normal process and establish academic accommodations that will continue beyond Fall 2020.

Students are responsible for providing this letter to their instructors, advisors, and assistant deans, who will work together to provide the necessary academic arrangements, including but not limited to course substitution or, in the case of face-to-face lab and clinical courses, deferral. Please be mindful that students in their last semester of their degree program may not be able to defer required courses.

In addition to providing you with this letter, we have advised the student to contact their academic advisor and/or Assistant Dean to determine how their inability to attend the in-person course may impact their academic progress.

Thank you very much for your attention to this request. Please feel free to contact our office at sascinfo@sdsu.edu with any questions or concerns.