

Office of Accessibility Student Handbook

Welcome

The Office of Accessibility (OA) would like to welcome you to our office and to The University of Akron! Our goal is to provide students with disabilities equal access opportunities and programs geared for academic success. Please use this handbook as a guide for accessing accommodations and services through the Office of Accessibility. Please do not hesitate to contact us if you have questions or concerns regarding accessing accommodations.

Office Hours

Fall/Spring Semesters	Summer Semester
Monday, Tuesday, Thursday and Friday 8:00 AM to 5:00 PM	Monday through Friday 8:00 AM to 4:30 PM
Wednesday 8:00 AM to 7:00 PM	*Evening hours by appointment

Our Staff is Here to Help You

The staff in the Office of Accessibility and the staff at Lakewood strives to provide students with full access to, and the opportunity for, full participation in the academic environment at The University of Akron. *Your Disability Specialist and the staff at Lakewood will be your “go-to” person on campus whether you have questions, need an advocate, or require assistance coordinating accommodations and services. We are here to assist you!*

Kathleen (Kelly) Kulick, M.Ed., CRC

Director
kkulick@uakron.edu

Jessica DeFago, M.A.

Associate Director

jld4@uakron.edu

Ashley Poulos, M.Ed., PC

Disability Specialist & Service Coordinator
adj18@uakron.edu

Virginia Donnelly

Office Manager

Leigh Sveda

Adaptive Technology & Service Coordinator
lab10@uakron.edu

LAKWOOD CONTACT INFORMATION

Nicole Lee

Assistant Director, Student Services and Advising
 (216) 221-1141
nlee1@uakron.edu

Josh Widlits

Computer Support Assistant
 (216) 221-1141

Office of Accessibility Student Handbook

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General Office Information

Our Mission

The mission of the Office of Accessibility at The University of Akron is to provide students with full access to and the opportunity for full participation in the academic environment. We are advocates of social justice for students with disabilities and work to end oppression by examining the social, cultural, and institutional barriers to inclusion of all students. We embrace the diversity of our student body and celebrate a culturally sensitive and accessible campus through outreach, partnership, and advocacy with all university departments.

Relevant Federal Laws

In addition to the mission of the Office of Accessibility, the following two directives from federal laws guide the efforts at this office and The University of Akron to provide an accessible experience in higher education. The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in federally funded programs and activities. The Americans with Disabilities Act (ADA) of 1990 is a civil rights law that prohibits discrimination against individuals with disabilities in the areas of employment, state and local government, public accommodations and services, transportation, and telecommunications.

College students with disabilities are covered in Title II of the ADA. Students often experience a transition from the provisions of the Individual with Disabilities Education Act (IDEA) that guided their services in high school and the federal guidelines of the Rehab Act of 1973 and ADA that are relevant in higher education.

Pursuant to the Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) of 1990, The University of Akron does not discriminate against any student, because of a disability and does not exclude any qualified student with a disability from participation in or from receiving the benefits of the services, program, or activities of the University.

Maintenance and Disclosure of Records of Disability

Policy for Maintenance and Disclosure of Student Records Related to Disability

The Office of Accessibility maintains records of a student's disability according to the guidelines of the Family Educational Rights and Privacy Act (FERPA). These records are maintained in the Office of Accessibility, separately from the student's academic records, which are maintained elsewhere in the institution (Registrar and/or appropriate academic unit). Records received by the Office of Accessibility that appear to contain information unrelated to the determination and provision of academic accommodations, auxiliary aids and services will be returned to the provider. Information retained by the Office of Accessibility will be only that which is determined to be related to the disability and provision of academic accommodations.

Procedure to Request Release or Review of Student Records Related to Disability

The student should request the release or review of the specific information by filling out the Office of Accessibility "Request for Release or Review of Information" form. The student may need to schedule an appointment to meet with the appropriate Disability Specialist to release or review the requested information.

Accessing Accommodations

How to Register with the Office of Accessibility ... Easy as 1, 2, 3!!

1. Get Started at The University of Akron

- Applying for admission to The University of Akron Lakewood and applying for services with the Office of Accessibility are two different processes.
- It is recommended that students apply, be accepted, and enroll in classes before attending an intake appointment.
- Students can register with the Office of Accessibility *at any point* while enrolled at The University of Akron.

2. Submit documentation

- Students are encouraged to submit documentation to the Office of Accessibility 3 months prior to enrollment.
- Complete the Preliminary Intake History Form.
- Submit current documentation of your disability(ies) completed by a qualified professional. Specific guidelines are located at www.uakron.edu/access or in Simmons Hall 105.

3. Schedule an intake appointment

- Once all documentation has been received and you are registered for classes, schedule an intake appointment with your Disability Specialist.
- During the intake appointment, you will discuss:
 1. Eligible services based upon documentation and disability-related needs.
 2. Training on our online accommodation request system (STARS).
 3. Any other questions/concerns about The University of Akron, our office, and preparation for attending college.
- You are welcome to bring a support person (parent/guardian, spouse, case manager) to the intake.
- The appointment will last approximately 1 ½ hours .

4. Meet with Lakewood staff

- Once documentation is provided to the Office Accessibility and accommodations are determined, it is required to meet with Nicole Lee at The University of Akron Lakewood to implement services and accommodations.
- An accommodation plan will be provided to Nicole Lee in order to implement accommodations at Lakewood.

What are Accommodations?

An accommodation is a support that is put in place for a course, program, service, job, activity, or facility that is designed to eliminate or minimize disability-related barriers. There are many ways to accommodate a situation or activity. Accommodations vary based on individual circumstances and disability-related documentation.

In order for an accommodation to be considered, it must not:

- Compromise the essential requirements of a course, program, job, activity, or facility.
- Cause an undue administrative or financial hardship.
- Compromise safety to you or others.
- Fundamentally alter a course or program.

Steps for Requesting Accommodations

Students must follow these steps EACH SEMESTER if they wish to utilize accommodations!

1. Schedule your classes

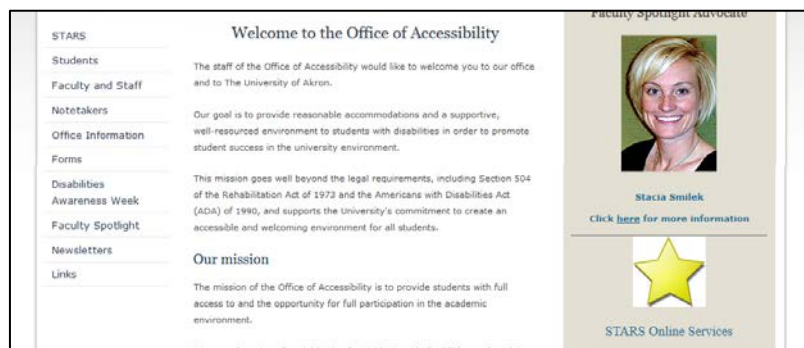
- It is important to organize your schedule in a way that works best for you! Consider the following before meeting with your advisor:
 - ✓ Check MyAkron for your registration dates so that you can schedule your classes as soon as they are open to you.
 - ✓ Should you schedule breaks between classes? This is especially helpful if extended time on testing is one of your accommodations or if you have specific transportation needs.
 - ✓ When do you function your best? You may want to schedule classes at a certain time of day due to medication or other reasons.
 - ✓ Should you limit the number of “heavy” reading, math-related, or writing-intensive courses that you take at the same time? Try to balance your schedule so that it works best for you.
 - ✓ How important is the specific location of each of your classes?
 - ✓ Is it best for you to take a full or part-time course load?

2. Be Aware of Deadlines for Accommodation Requests

- Some accommodations have deadlines in order to have sufficient time to coordinate services. Deadlines are located at www.uakron.edu/access.
- Please request accommodations as soon as possible to avoid missing any deadlines.
- If a deadline is missed, services will **NOT** be denied. However, they may take significantly longer to implement.

3. Request Accommodations through STARS

- Request accommodations at least **one week prior** to the beginning of each semester.
- Log in to the Student Testing and Accommodation Request System (STARS) website <https://andes.accessiblelearning.com/Akron>
- Select the courses that you would like accommodations for and click “Step 2- Continue to Customize Your Accommodations.”
- Mark the specific accommodations that you need for each class.
- Check the box if you would like your accommodation letters to be emailed to your professors. If you do not check the box, the letters will not be emailed to your professors.
- **IMPORTANT**- If you change your schedule, it is your responsibility to update your accommodation request in STARS. We are unable to process requests for added classes or schedule changes unless the accommodation request is updated.
- *Forget how to request your accommodations through STARS? We can help you!*
 - ✓ Watch the “How to Request Accommodation Letters” tutorial at www.uakron.edu/access.
 - ✓ Come to the OA during office hours and a staff member will assist you.
 - ✓ Schedule a meeting with your Disability Specialist for assistance.

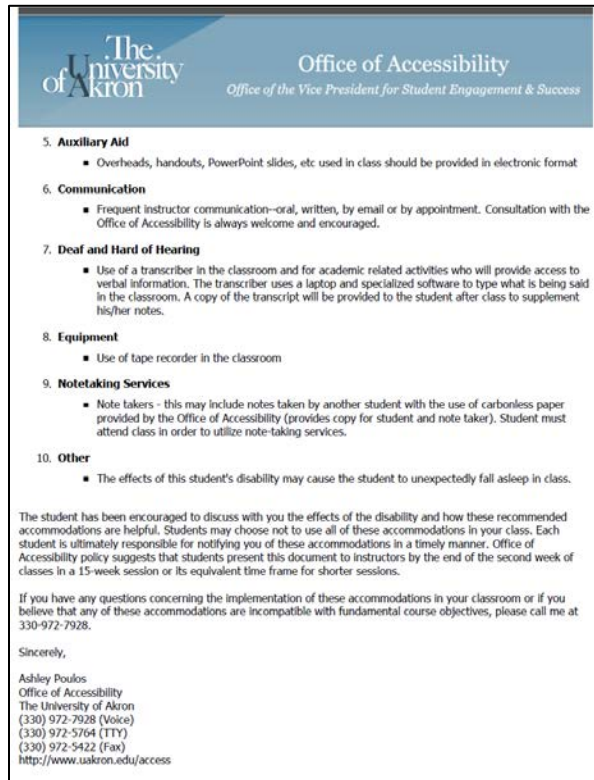
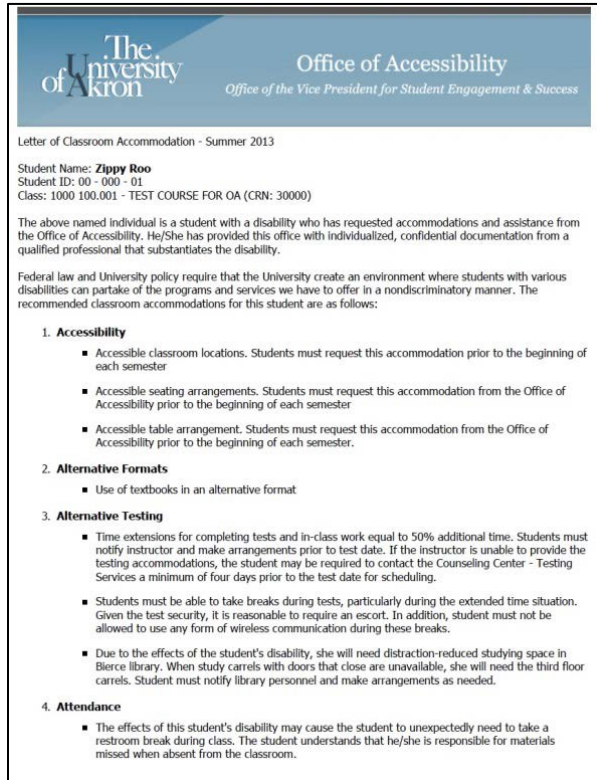


You can access STARS from our website.

4. Accommodation Letters are Emailed to Professors

- Accommodation letters are the formal description of the services and accommodations students will receive through the Office of Accessibility.
- Students can choose to hand deliver letters to professors, have them emailed, or both.
- Letters are emailed to instructors one week before the semester starts if requested in advance.
- Letters can be emailed to instructors at any time upon the student's request.

* Sample Accommodation Letter



5. Meet with Lakewood staff

- Take steps to implement accommodations and maintain good communication with Nicole Lee.

6. Communicate with your Professors

- Take steps to implement accommodations and maintain good communication with professors.
- Make sure that they understand your accommodations and do not have any questions.
- Ask your Disability Specialist if you would like assistance communicating with your professors.

7. Contact your Disability Specialist if You Have Questions

- Call (330) 972-7928.
- Email directly.
- Stop into the Office of Accessibility during office hours.

IMPORTANT: Accommodations are NOT retroactive. This means that services and accommodations apply only from the point at which the student requests the accommodations and communicates the desire to use each of their approved accommodations.

Roles and Responsibilities in the Accommodation Process

Office of Accessibility Responsibilities

- Review and explain what documentation is needed to determine eligibility for services.
- Determine your eligibility for individualized accommodations based on documentation.
- Discuss with you how your disability may impact you at The University of Akron.
- Maintain student files in a confidential manner.
- Send letters to faculty members that detail your accommodations, per your request in STARS.
- Make a reasonable, good faith effort to provide accommodations, aids, and services for eligible students in a timely manner.

Student Responsibilities

- **Meet with Nicole Lee to implement accommodations at Lakewood each semester.**
- Register with the Office of Accessibility by providing necessary documentation.
- Meet with your Disability Specialist to discuss your unique needs.
- Submit accommodation requests through STARS **each semester.**
- Speak to your professors about your accommodations and maintain necessary communication with instructors and the Office of Accessibility to coordinate services throughout the semester.
- Be aware of out-of-classroom/hands-on learning experiences in your program and communicate with your Disability Specialist and professors to determine appropriate accommodations for those experiences.
- Notify your Disability Specialist if additional accommodations should be considered.
- Contact your Disability Specialist and/or professors if you have any questions/concerns.

Faculty Responsibilities

- Understand accommodations recommended by the Office of Accessibility.
- Collaborate with the student and/or the Office of Accessibility to coordinate accommodations.
- Contact the Office of Accessibility if there are questions/concerns regarding accommodations.
- Know the essential elements of a course or program.

Additional Services from the Office of Accessibility

The majority of the programming is implemented at The University of Akron, main campus. Students registered at the alternative locations are welcomed to participate in programming held at main campus. If you are interested in participating in any of the additional services, please contact your Disability Specialist.

Academic Support Sessions

Our Disability Specialists are available to meet with you for Academic Support Sessions throughout each semester. We are here to help if you would like assistance with time management, organization, connecting to campus resources, accessing your accommodations, and communicating with your professors. Some students benefit from regular check-ins, while other students make appointments on an as-needed basis. Please do not hesitate to contact your Disability Specialist by phone or email at any time.

Campus Walk-Throughs

The Office of Accessibility staff is available, upon request, to walk with you through campus to find your classrooms, determine accessible routes, and assess classroom furniture prior to the beginning of each semester. Campus walk-throughs are intended to help you feel prepared and confident at the onset of each semester.

Connect U

Are you interested in meeting new people on campus? Would you like to participate in more campus activities? Or, would you like to help another student feel more comfortable on campus? If so, please join Connect U! Connect U is a group for students registered with the Office of Accessibility that are interested in connecting with one another and becoming more active on campus. The group meets in Simmons Hall 105 every Wednesday from 5-6 PM during the fall and spring semesters. Group members also participate in fun, monthly activities. Please contact your Disability Specialist to sign up.

Equipment

The Office of Accessibility has equipment that can be loaned from our office, including (but not limited to): Tape recorders, Assisted Listening Devices, Digital Recorders, and AlphaSmarts. Students may be asked to complete a Tape Recorder Agreement form when checking out a tape recorder. Your Disability Specialist may make recommendations for you to utilize a specific piece of equipment and will determine your eligibility.

For Your Success Emails and Office of Accessibility Newsletters

The Office of Accessibility periodically sends emails and newsletters to students registered with our office. These correspondences will be sent to your University of Akron email account, as email is the preferred method of communication at The University of Akron. We will inform you of deadlines, important dates, and helpful tips For Your Success!

Peer Assistance for Support and Success (PASS)

The Peer Assistance for Support and Success (PASS) program is a peer mentorship program designed to help you achieve your academic goals! Please contact your Disability Specialist if you are interested in signing up for PASS.

With PASS, you will receive:

- A one-on-one relationship with a peer mentor from the Office of Accessibility
- Ongoing support and meetings throughout the semester
- Tips for learning, organizing, and studying
- Help with accessing campus resources

How to sign up:

- Schedule an appointment with your Disability Specialist. There are a limited number of openings for PASS; placement in the program will be determined by the recommendation of your Disability Specialist.

Tips for Success:

- Meet weekly with your peer mentor
- Be prompt for each session and be prepared to discuss your assignments for the week
- Ask for help in the specific areas where you need it most

Provisional Supports

Students occasionally require additional time to gather the current, comprehensive documentation necessary to fully determine eligibility for appropriate accommodations. There may be individual cases that warrant **provisional accommodations for one semester**. These supports allow appropriate time for the student to obtain documentation to determine eligibility for services. It is the sole discretion of the Office of Accessibility to decide who is eligible for provisional supports. Students will have the remainder of the semester to provide the current, comprehensive documentation required. Upon receipt of complete documentation, eligibility for services is determined on a case-by- case basis. The following are possible reasons provisional supports may be considered:

1. **Incomplete Documentation**- The student does not have all required information indicated on the Guidelines for Documentation (ex: provide IEP, but we still need ETR).
2. **Not meeting current eligibility criteria**- The student provides documentation that does not meet the Guidelines for Documentation (ex: documentation is not current or is not completed by a qualified practitioner).
3. **Request for additional accommodation(s)**- The student requests an additional accommodation that current documentation does not support.

Did you know?

The University of Akron offers extensive testing services as part of the services of the Counseling Center- Testing Services. **Learning Disorder/ADHD Assessments** are available for a number of learning problems students experience. Call The Counseling Center at (330) 972-7082 and make an appointment with one of the psychologists to get started if you need testing.

Quiet Study Areas

Lakewood has multiple quiet rooms that are available for students registered with our office to utilize during office hours. These rooms provide a quiet, distraction-reduced environment for students to study. Quiet study rooms may not be available during high volume testing times, including the weeks of midterms and finals. Please call (216) 221-1141 to make a reservation or stop in Nicole's office to check

the availability of a room. The Lakewood Public Library has additional quiet study rooms.

Supports for Temporary Medical Conditions

Temporary medical conditions, including injured limbs, surgeries, pregnancy, and short-term illnesses, may require temporary, short-term accommodations. While the University is not obligated to provide accommodations for students with temporary medical conditions, the Office of Accessibility attempts to accommodate students that may need temporary support accessing the physical campus and the educational curriculum. Please contact us if you have questions about a temporary medical condition.

Additional Services at The University of Akron

Additional Tutoring Supports

Although the Office of Accessibility does not directly provide tutoring for students, we collaborate with the tutoring centers in Bierce Library and the Polsky Building to provide services for our students. Both tutoring centers offer extended tutoring support for students who are registered with the Office of Accessibility. Speak to your Disability Specialist if you feel you could benefit from tutoring services beyond what is currently being provided. The University of Akron also provides year-round E-Tutoring Services for current students through www.etutoring.org. Please contact the Help Desk if you require assistance setting up an e-tutoring account.

Bierce Library, (330) 972-6552

Bierce Writing Commons, ground floor
Bierce Math Lab, ground floor
Bierce Subject Tutoring, ground floor
Learning Assistants Program, ground floor

Polsky Building, (330) 972-7046

Polsky Writing Lab, Polsky 303
Polsky Math Lab, Polsky 332
College Reading and Study Skills, Polsky 342

Counseling Center/ Counseling Center- Testing Services

The OA frequently collaborates with the Counseling Center to provide wrap-around supports for students. The Counseling Center offers comprehensive psychological services to currently enrolled students. A culturally diverse staff of licensed psychologists and doctoral trainees provide psychological counseling for psychotherapy, career counseling, testing services, outreach and consultation to the university community.

The Counseling Center- Testing Services provides Learning Disorder/ADHD Assessments for students at a low price. Please speak to your Disability Specialist or call the Counseling Center at (330) 972-7082 to make an appointment if you are interested in services.

Recreation and Wellness Center

The University of Akron's Recreation and Wellness Center provides equipment that is accessible to students. Please visit the Recreation and Wellness Center or call (330) 972-2348 for more information.

Dispute Resolution Procedures

Dispute Resolution Procedures for Eligibility for Services

If a student wants to appeal a decision regarding eligibility for services based on the Disability Specialist's review of the documentation, the following procedure has been established.

1. Request an appointment to meet with the Disability Specialist who reviewed the documentation and made the original determination. If the concern cannot be resolved during this appointment, initiate Step 2.
2. Request an appointment to meet with the immediate supervisor of the Disability Specialist who reviewed the documentation originally. If after this meeting, the situation is not rectified to the student's satisfaction, initiate Step 3.
3. Request an appointment with the Associate Vice President for Student Success or her/his designee. The Associate Vice President for Student Success (or designee) may consult other relevant professionals as needed to make the decision. After this meeting if the situation is not rectified to the student's satisfaction, initiate Step 4.
4. Request an appointment to meet with the Provost. The decision of the Provost is final.

Dispute Resolution Procedures for Determination of Reasonable Accommodations

If a student wants to appeal a decision regarding the determination of reasonable accommodations for his/her documented disability, the following procedure has been established.

1. Request an appointment to meet with the Disability Specialist who reviewed the documentation and made the original determination. If the concern cannot be resolved during this appointment, initiate Step 2.
2. Request an appointment to meet with the immediate supervisor of the Disability Specialist. If, after this meeting the situation is not rectified to the student's satisfaction, initiate Step 3.
3. Request a review by the Accommodations Review Committee of the accommodations determined by the Disability Specialist and the accommodations requested by the student. The Committee consists of the following people:
 - Disability Specialist who recommended the original accommodation(s)
 - Director of Office of Accessibility
 - Associate Vice President for Student Success or his/her designee
 - Academic Department/School representative and/or appropriate faculty member(s)
 - Associate Dean of the appropriate academic unit (college) or designeeIf after this meeting, the situation is not rectified to the student's satisfaction, initiate Step 4.
4. Request an appointment to meet with the Provost. The decision of the Provost is final.

Adaptive Technology

The Office of Accessibility has a variety of adaptive technology available for student use. If you would like to utilize adaptive technology, please speak with your Disability Specialist or call (330) 972-7928. Consultation appointments and trainings can be scheduled so that you are comfortable with the technology that will be most helpful to you.

The following adaptive technology is available in the Office of Accessibility’s adaptive technology lab:

- Dragon Naturally Speaking: Voice recognition program that "types" what is spoken.
- Inspiration: Graphical outliner/organizer that combines objected-oriented drawing with electronic outlining.
- JAWS (Job Access with Speech): Screen reader.
- Kurzweil 3000: Document reader and study aid.
- ZoomText: Magnification and screen reading software.

You can access adaptive technology in other labs on campus as well:

	Dragon	Inspiration	JAWS	Kurzweil	ZoomText
Adult Focus Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Bierce 253E	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Bierce 254A	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Bierce Laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
CAS 103B	<input type="checkbox"/>	✓	✓	✓	✓
Exchange Residence Hall	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Gallucci Residence Hall	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Grant Residence Hall	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Honors Lab (Honors Students Only)	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Mary Gladwin 106 Nursing Lab (Nursing Students Only)	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Medina County University Center	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Olin 369 (Eng. Comp. Teaching Labs)	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>	✓
Olin 374 (Eng. Comp. Teaching Labs)	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ritchie Residence Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Simmons 105	✓	✓	✓	✓	✓
Simmons 124	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓
Student Union Laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Wayne College	✓	<input type="checkbox"/>	✓	✓	✓

Alternative Media

Required course materials such as textbooks, course packets, and readings can be prepared in the following accessible formats:

1. Scanned into Kurzweil format
2. Scanned as a PDF
3. Scanned into text files for use with a screen reader or magnifier
4. As Braille

Students can meet with an Adaptive Technology staff member to determine which format best suits their needs.

Steps for Requesting and Accessing Alternative Media

1. Request this accommodation **prior** to the start of the semester through STARS.
2. Meet with an Adaptive Technology staff member for your initial alternative media training.
3. Sign the AT Contract in STARS.
4. Check the status of available textbooks through the STARS website, Alternative Format tab.
5. Purchase all textbooks in order to show proof of purchase. A copy of your original receipt can be submitted electronically to access@uakron.edu as proof of purchase. Access to alternative media will not be provided until you have signed the AT Contract and shown proof of purchase.
6. Provide textbooks for the process of conversion if the books are not available through the Office of Accessibility resources. During this process, the binding will be cut off, and the books will be scanned and converted. A spiral or tape binding will replace the original binding before it is returned to the student. Students can sell books back to the University Bookstore with spiral or tape binding.
7. Download alternative media from STARS, Alternative Format tab, or access through the Universal Library. You will determine your preference in your initial alternative media training.
8. If you would like course handout materials to be prepared in an accessible format, please contact the Office of Accessibility to arrange the scanning of handout materials. We recommend a three day notice for handout requests.
9. Visit <http://www.uakron.edu/access/adaptive-technology/> for specific user guides for alternative media.

Attendance and Disability

While The University of Akron makes every effort to reasonably accommodate a student's disability-related needs, academic requirements are not waived if doing so would fundamentally alter the requirements of an academic course, curriculum, or program. Students need to be aware that exceptions to attendance policies may not always be possible given the nature of the individual course, curriculum, or program.

Students with certain disabilities may qualify for an attendance policy accommodation.

Please note:

The Attendance Policy Accommodation **may not** carry over from semester to semester. Students who receive this accommodation may be asked to supply documentation each semester validating why the Attendance Policy Accommodation needs to be in place. The Disability Specialist may ask the student to supply new, updated information on his/her condition.

It is critical that the student with an Attendance Policy Accommodation understand:

- Students are expected to be present for all scheduled class times unless unable to attend due to an exacerbation of the symptoms of their disability.
- All students, including students who have the Attendance Policy Accommodation, must meet the fundamental objectives and essential requirements of the class in order to successfully complete the course.
- Students are expected to inform faculty and other affected parties (i.e. clinical supervisor, field instructor, Disability Specialist, etc.) when they miss class and why.
- In case of an emergency, student must notify faculty and other affected parties as soon as possible.
- It is the student's responsibility to work with faculty to determine how best to compensate for any missed classes/course work. This will help the student stay on track and will demonstrate to faculty that you are a conscientious student.
- Students need to observe deadlines for submission of assignments. There may be limits on the amount of time which assignments can be completed. Often this is based on the complexity and type of course.

Discussion points for student and faculty member

- Is attendance an essential part of the class?
- Would modification of attendance policies be a fundamental alteration of the course or curriculum?
- Are classroom interactions and dialogue between the instructor and students a fundamental element of the course?
- Is there important classroom discussion between students facilitated by the instructor?
- Does student participation constitute a significant component of the learning process for the class?
- Does the fundamental nature of the course rely on student participation as an essential method for learning?
- To what degree does a student's failure to attend class constitute a significant loss to the educational experience of the class as a whole?

- Are attendance requirements listed in the course syllabus? What are the classroom practices and policies regarding attendance?
- What method is used to calculate a final grade for the course?

Final Thoughts

The Office of Accessibility at The University of Akron does not condone excessive absenteeism as an accommodation. Students will need to follow up with the instructor of the class to discuss how to make up missed assignments and obtain materials missed in their absence.

We strongly suggest that students meet with their instructors during the first week of the semester to discuss this matter. Discussing the possible issues early will help in creating an understanding for both parties.

Students should familiarize themselves with each individual course attendance policy as stated by the instructor or in the class syllabus.

The Office of Accessibility is available for consultation when faculty becomes concerned when the number of absences begins to fundamentally alter the essential elements of the course. The faculty member, Disability Specialist, and student can discuss what options are available to the student at that time.

I have read the Attendance and Disability policy at The University of Akron, and I understand its implications.

Name _____ Date _____

Campus and Classroom Accessibility

Campus Walk-Throughs

The Office of Accessibility staff is available to walk with you through campus to find your classrooms, determine accessible routes, and assess classroom furniture prior to the beginning of each semester. Campus walk-throughs are intended to help you feel prepared and confident at the onset of each semester. Please speak with your Disability Specialist if you are interested in a walk-through.

Accessible Seating Arrangements

The Office of Accessibility assists students with mobility and other health-related issues to ensure accessible classrooms. Eligible students may request accessible furniture arrangements through STARS. Accessible seating options include:

- Adjustable height, padded chair
- Non-adjustable height, padded chair
- Padded chair with no arms
- Plastic chair
- Table (in lieu of desk)

Please request accessible seating arrangements in STARS at least **four weeks prior** to the start of the semester. For requests after this time, we will make a good faith effort to ensure an accessible environment, but there may be a delay in services for specific accessible classrooms and furniture. This is especially true if a request is made after the start of a semester.

Classroom Relocation

Eligible students may request classrooms to be relocated in STARS. Classrooms that are not accessible and/or not in close proximity to other classes may be relocated. Please speak with your Disability Specialist if you have questions about relocating a classroom. Take into consideration things such as time of class, time in between classes, and the location of the classrooms. In the event that your classroom cannot be moved, your Disability Specialist will discuss other options with you.

Lock-In Class

Eligible students may also request to “Lock-In” classroom locations in STARS. Always review your schedule in advance to make sure that it will work for you. If you would like to ensure that a class will not be moved, you can select to “Lock-In” the classroom in STARS. If a locked-in class requires relocation, the OA will contact you.

*Please Note: Do not select both lock-in and relocation for one class. Choose to either relocate **or** lock-in each class. Be sure to only check to relocate the classes that you are requesting to be moved.*

Notetaking Procedures at The University of Akron

Pursuant to the Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) of 1990, The University of Akron does not discriminate against any student because of a disability and does not exclude any qualified student with a disability from participation in or from receiving the benefits of the services, program, or activities of the University.

Notetakers are generally students who are enrolled in the same class as the student. Students requesting notetakers must select the course(s) in which they need a notetaker through STARS. Students are encouraged to request a notetaker as soon as they have made their final course selection. Once the student selects the course, the Instructor Guidelines for Securing Notetakers (the Notetaker Memo) will be emailed to the instructor. An accommodation letter will be emailed separately to the instructor.

The Notetaker Memo explains to the instructor the process of identifying eligible notetakers. It also includes an anonymous announcement for the instructor to read to the class in order to recruit a notetaker. Students should ask the instructor to read the memo explaining the notetaker position. A potential notetaker can either sign up through STARS or in person at the Office of Accessibility (OA). A notetaker from the class will be hired if all the employment criteria are met.

For questions or concerns regarding notetaking accommodations, please contact:

Current Notetaker Coordinator:

Jessica DeFago, Associate Director

Simmons Hall 105

(330) 972-7928

jld4@uakron.edu

Provided each student completes his/her responsibilities as noted below, the OA will assign a notetaker in a timely manner, within two (2) weeks from approval of notetaker services. Where notetaker services are approved prior to the beginning of a semester, OA will assign a notetaker within two (2) weeks from the first day of class.

Steps in Receiving Notetaking Services

1. Students receive the notetaker accommodation approved by a Disability Specialist in the OA.
2. Students request accommodation letters each semester through STARS. Instructors will receive the Instructor Guidelines for Securing Notetakers. Notetakers are required to obtain a signed copy of the Instructor Verification form and attach copies of their notes which the instructor examines for quality. Notetakers must return the completed Instructor Verification form with a copy of their notes to the OA within one week of being hired.
3. The accommodation letters and memos are emailed to the instructors. Instructors will read the request aloud to the class. Interested students in the class will sign up through STARS or in the OA.
4. Notetaker's qualifications will be verified, and the notetaker will be hired contingent on successful completion of the online notetaker training and the submission of a signed copy of the Instructor Verification form and sample notes. The notetaker must complete the online training and submit the online form within two weeks of his/her hire date. If hired, the notetaker will be given the student's contact information in order to arrange the delivery of notes. If the student has indicated

that they don't want the notetakers to have their contact information, notes may be uploaded into the STARS system or picked up in the OA.

Notetaker No Shows

1. If a notetaker does not report to class, the student will notify the instructor and the Disability Specialist.
2. In the absence of the notetaker, the student receiving notes should utilize his/her tape recorder accommodation. One of the purposes of the tape recorder accommodation is to be utilized as a backup if a notetaker is absent.
3. A tape recorder can be checked from the OA at the beginning of the semester and kept for the whole semester. The tape recorder must be returned by the end of the final exam period for each semester for maintenance purposes. There is an existing Equipment Loan policy that students follow when checking out equipment from the OA.
4. If the notetaker is absent for two or more consecutive classes, the student must notify the instructor and notetaker coordinator to determine whether a replacement notetaker is needed.
5. In those situations where an approved notetaker is unable to continue, the following four options will be reviewed with the student and student's Disability Specialist in order to determine which is the appropriate fit for the student's accommodation needs:
 - The student will utilize his/her tape recorder for the remainder of the semester.
 - Instructors will be asked to provide a comprehensive copy of their notes.
 - A temporary notetaker will be assigned to the class, including instructor referrals.
 - A new notetaker will be assigned to the class and be required to complete the hiring process as outlined above.

The notetaking accommodation is individualized to the students' needs. In some cases, copies of professors' PowerPoint presentations and notes could be the most appropriate and effective option for the student. For example, an instructor could provide more comprehensive notes than those of a student notetaker. However, the notetaker service is generally the first and preferred option, and other services should only be utilized on a short-term basis or when a student specifically requests alternative services and such services are appropriate and available.

Sources for replacement notetakers include:

- Instructor recommendations of students in their classes
- Pool of student assistants from the Career Center
- Another notetaker who has signed up through STARS

Student Responsibilities

- Request the course needing a notetaker through STARS; ideally prior to the start of classes.
- By the end of the first week of classes, students must determine for which classes a notetaker is still desired. While a student remains eligible for notetakers, many students find that there are some classes they either don't need or want a notetaker. Throughout the process, the OA will continue to reach out to students to determine continuing need for notetakers. If no notetaker is in place by the end of the first week of the semester, the OA has reached out to the student at least

twice, and the student has not contacted the office, the OA will assume that the student is no longer interested in this accommodation.

- If students no longer require a notetaker for their services, they must notify the OA by the second week of the semester. If no notetaker is required, students must update the accommodation request for each class in STARS.
- A student who wishes to obtain a notetaker beyond the sixth week of the semester is required to meet with his or her Disability Specialist to review and discuss this request.
- If notetakers upload the notes to STARS, students will need to download notes for use.
- Students must attend class to receive notes for that day, unless the student is prevented from attending due to genuine personal or health reasons.
- Students receiving notes are responsible for notifying the OA if the notes they receive are inadequate or not supplied on regular basis. You know your notes are adequate when:
 - ✓ They are legible.
 - ✓ They include important information from lectures.
 - ✓ They include information that was written on the board.
 - ✓ They include information on homework assignments.

At the end of each semester, students will have the ability to evaluate their notetakers through STARS.

Additional Notetaker Coordinator and OA Responsibilities

- The Notetaker Coordinator will email all students who do not have notetakers secured in weeks 1 and 2 of the semester.
- The OA and the Notetaker Coordinator will ensure an adequate number of trained notetakers.
- Notetakers will all undergo mandatory training (see online training program).
- The OA has established a pool of trained notetakers through the student employment office which will be utilized in the event that a notetaker or replacement notetaker has not been identified.
- OA staff will begin identifying eligible notetakers much earlier in the process (i.e., several weeks before the semester begins) through earlier access to class rosters.
- OA will increase advertisement for eligible notetakers across campus.
- All notetakers must read and accept the STARS Notetaker Contract prior to becoming notetakers.

Parking and Transportation Services

Roo Express Shuttle Service

This service provides transportation to University buildings in the downtown area, neighborhoods near campus and the parking lots on the North side of campus. During the fall and spring semesters, the shuttle also services students on the weekends to and from the downtown area. All Roo Express shuttles are equipped with wheelchair-lift equipment. You do not need to make arrangements ahead of time to ride the regular routes. Shuttle schedules and routes are available at <http://www.uakron.edu/parking/roo-express/>.

Roo Express Alternative Shuttle Services

While all students are permitted to ride the regular Roo Express routes, those with disabilities and/or additional needs are also able to schedule transportation to and from additional locations on a Roo Express shuttle. This parking service is limited to The University of Akron main campus and the surrounding neighborhood of University Park, and only operates during publicized Roo Express hours of operation. In order to utilize this service effectively, please be aware of the following:

- A minimum timeframe of thirty (30) minutes or more between classes should be allowed for transportation.
- The current Roo Express route services need to be used if your pick up/drop off point is on a preexisting shuttle route.
- All students will be given transportation if time allows; however, previously scheduled riders have priority over new call-in requests.
- Transportation to classes has priority over transportation elsewhere.
- When scheduling with PTS, students must include the following:
 - ✓ Full name
 - ✓ Student ID #
 - ✓ Time and location for both pick up and drop off
 - ✓ A physical description in order to ensure efficiency and transportation of the appropriate person
 - ✓ Whether the student has specific needs for vehicle transport, such as a hydraulic lift equipped vehicle, etc.
- A minimum of 24 hours' notice is required in order to arrange for new transportation requests. If less than 24 hours' notice is given, PTS will attempt to fulfill the request based on availability, but transportation cannot be guaranteed.
- A minimum of a 60 minute notice is required to cancel a daily pick up or to cancel a previously scheduled reoccurring pick up. Failure to properly cancel a pick-up will result in a "no-show" unless extenuating circumstances are involved. Multiple "no-shows" may result in suspending any future request from that rider.
- PTS drivers will wait 5 minutes at the scheduled pick up location; if the rider is not present, the request will be logged as a "no-show".

To contact PTS to schedule and/or cancel a route, please call Joe Scherer at (330) 972-7722.

Accessible Parking Permits

- All UA Permit Holders who wish to park in disability parking spaces on campus are required to submit their State Placard or Plate Registration to the Office of Parking Services.
- Placard/Plate registration is mailed to the holder, and a Duplicate Registration can be picked up from your local BMV office.
- Registration can be brought into the office in-person, or sent in by fax (330-972-5452) or in the mail.
- After the registration is verified, an Accessibility Parking Permit will be issued at no additional cost and any current permit will be traded in.

Any faculty, staff, commuter or resident student with a temporary or permanent state issued placard (or disability license plate) is eligible to apply for and purchase a UA disability parking permit. Anyone who wishes to utilize disability parking spaces on campus is required to register their state placard (or disability license plate) with the Office of Parking Services. No one will be able to register a placard that belongs to another individual.

Disability placards are never valid in the following areas: non parking spaces, hatched access areas adjacent to a disability space, drive lanes, fire lanes, etc.; and metered spaces (all fees must be paid at a meter). Please do not attempt to create your own parking spaces.

Please be aware that it is illegal to use a state handicap placard that was not issued to you. Any attempt to utilize someone else's state placard or UA disability permit will result in a citation or the vehicle being towed. Providing false information to Parking Services in order to obtain a permit or any kind is a violation of the Student Code of Conduct and any attempt will be referred to Student Judicial Affairs for review.

To apply for an Accessibility Parking Permit please visit <http://www.uakron.edu/parking/permits.dot> and select the application that is appropriate for you. After you fill out the main application, you will be prompted to proceed to the Accessibility application. Be sure to fill out both applications and include accurate information from your state issued registered placard or plate. Remember, it is required that you bring your registration into the parking office for verification before you will receive your Accessibility Parking Permit.

If you do not have a copy of the registration for your state issued placard, you may request a "duplicate registration" for your placard from your local BMV office.

Temporary Parking Permits

If you have a temporary medical condition that does not qualify as a long-term disability, you may be eligible for a temporary disability permit. Parking Services will issue students a temporary disability permit, valid only on campus. If you think you could benefit from this service, please complete the application available in the Office of Parking Services. The application requires a prescription from your physician that includes the following:

- Name of person with disability.
- Indicates you are applying for a temporary university disability permit.
- How long the disability is expected to last, no greater than six months.
- The physician/chiropractor must sign and date the prescription.
- **The physician/chiropractor must specify an ending date on the prescription or application will be rejected.**

Sign Language Interpreters

Sign Language Interpreters are available for academic purposes primarily for those students with hearing loss or who are Deaf.

Contact Information

Interpreter Coordinator
Ashley Poulos, M.Ed., PC PH: (330) 972-7928 TDD: (330) 972-5764 Email: adj18@uakron.edu

Deadlines for Service Requests

All requests are to be made to the Interpreter Coordinator by the following deadlines, which vary depending on the type of request:

Type of Request	Deadline
Classroom lectures/labs	1 month before the 1 st day of the semester
Field trips, art/theatre performances	10 days before the date needed
Single meeting/appointment request	5 business days before the date needed

A good faith effort will be made to fill requests after the deadline, but the availability of interpreters at that point may be limited. Alternative accommodations may need to be arranged.

Priority of Services

Requests from students will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings

Schedule Changes

Any change in student's schedule must be reported to the Interpreter Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started may result in a delay of services. Please see your disability specialist about other accommodations to assist you during this time.

Student and Interpreter No Shows

If a **student** does not attend a class, the interpreter will wait 15 minutes before contacting the Office of Accessibility as soon as possible. If the Interpreter Coordinator is not available, the interpreter will leave a detailed message. Interpreters are not required to stay if the student is absent/no shows.

If an **interpreter** does not report to an assignment, the student should wait 15 minutes. If the interpreter still has not reported, please contact the Office of Accessibility as soon as possible. The Interpreter Coordinator will follow up with the interpreter.

Both **interpreters and students** must notify the Office of Accessibility at least 24 hours in advance, whenever possible, if they will not be able to attend class/assignment.

Cancellation of Service

If a student is absent from three class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Interpreter Coordinator in order to determine whether the accommodation will be continued. If absences without notification continue, interpreter services may be cancelled.

Testing Accommodations/ Computer Based Testing and Springboard:

Examples of Testing Accommodations

- **Extended time-** The specific amount of extended time depends on the impact of the disability and is determined by the student's Disability Specialist.
- **Distraction reduced space-** Small, quiet rooms are available for testing; we are unable to guarantee isolated space.
- **Test proctors (reader and/or scribe)-** Readers may read and repeat test questions verbatim for student; Scribes write down answers to test questions verbatim as dictated by student.
- **Use of technology on tests-** Includes computers, CCTV, adaptive software, etc. depending on students' disability-related needs. Students are not able to use their own personal devices when testing.

Options for Testing Location

1. Take tests with the class without utilizing accommodations.
2. Take tests with appropriate accommodations by working with instructors to agree on time/place.
3. Take tests at the UA Lakewood Testing Lab or another available quiet space.

Guidelines for Utilizing Testing Accommodations

- Students need to inform their instructors **in advance** for each test that they will be using their testing accommodations.
- Test requests must be made **at least four business days** prior to the testing to allow for coordination of testing services.
- Student must complete the Test Request form and submit a hard copy to UA Lakewood staff or digital copy to Nicole Lee at nlee1@uakron.edu.
- If a student requests a test less than **four business days before the test**, we will attempt to fulfill the request based on availability. If there is no availability, students are to contact their instructor and discuss possible testing options. Students can discuss with their instructor a different test date through the office or make testing arrangements with the instructor directly.
- Please arrive promptly and provide a photo ID for all testing appointments.
- **Increased Volume Times (Midterm and Finals Weeks)** – Throughout midterm and finals weeks, we receive increased test requests. During these times it is strongly advised to make a test request weeks in advance due to limited availability. We will honor and schedule requests by the date of the request.

Transcriber/CART Accommodations

General Information

Transcriber Coordinator
Ashley Poulos (330) 972-7928 adj18@uakron.edu

Transcriber accommodations need to be requested by the student through STARS, along with his/her other accommodations. Transcriber/CART providers are professionally trained part-time staff employed through the Office of Accessibility. For both types of accommodation, a transcript will be uploaded on STARS for the student to access within 24 hours after the class ends. The transcript allows the student to review the material covered in class. The transcript is to be used for the purpose of notes/studying and is not to be shared with the class.

Types of Services

The type of service provided will be assessed during the student's intake process. A variety of factors will be considered to determine which accommodations will be most appropriate for each student.

- **TypeWell Transcription**

This is the primary type of transcription that is provided. More information about TypeWell is available at www.TypeWell.com. The transcriber will bring laptops to class, and there will be a laptop for the student to read in real-time as the transcriber types all of the information presented in class.

- **Computer Aided Real-Time Translation (CART)**

This accommodation may be provided when a TypeWell trained transcriber is not available or the format and subject of the class requires a word-for-word transcript.

Deadlines for Service Requests

Please contact the Transcriber Coordinator by the following deadlines for all transcriber/CART service requests.

Type of Request	Deadline
Classroom lectures/labs	6 weeks before the 1 st day of the semester
Field trips, art/theatre performances	4 weeks before date transcriber is needed
Single meeting/appointment request	5 business days before date transcriber is needed

A good faith effort will be made to fill requests after the deadline, but the availability of transcribers may be limited. Alternative accommodations may need to be arranged.

Priority of Services

Requests from students and staff will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings
5. Assisting university staff on selected program-related activities (i.e. graduation, performing arts, etc.)
6. Referral resource for other departments needing transcriber services

Student and Transcriber No Shows

If a **student** does not attend a class, the transcriber will wait 15 minutes before contacting the Office of Accessibility. If the Transcriber Coordinator is not available, the transcriber should leave a detailed message before leaving the assigned class. If unable to attend class, students should contact the Transcriber Coordinator in advance whenever possible.

If a **transcriber** does not report to an assignment, the student should wait 15 minutes. If the transcriber still has not reported, please contact the Office of Accessibility as soon as possible so that the Transcriber Coordinator can follow up with the transcriber.

Substitute Transcribers

If a transcriber is unable to make it to a class due to sickness or unexpected emergency, they contact our office as soon as possible. Efforts to secure a substitute transcriber are then made. If a substitute is unavailable, we will contact the student by their preferred communication (i.e. email, etc.) as soon as possible. We also email a notice to the instructor and ask that they provide a copy of their notes or help coordinate a copy of a classmate's note for the student with a hearing loss.

Office of Accessibility Handbook Agreement

This Student Handbook contains important information regarding the policies and procedures of the Office of Accessibility. Please read and initial below:

Important steps to follow each semester:

- _____ I must request accommodations through STARS, <https://andes.accessiblelearning.com/Akron>, each semester that I plan to utilize accommodations.
- _____ I should talk to my professor(s) about accommodations, ideally during office hours.
- _____ I need to schedule tests and coordinate other accommodations through STARS, as necessary.
- _____ I will contact the Office of Accessibility if I have any questions or concerns regarding accommodations.

Statement of Understanding Roles and Responsibilities (please initial each statement):

- _____ I have received a copy of the student handbook.
- _____ The handbook was reviewed with me.
- _____ I was given an opportunity to ask questions about the handbook.
- _____ I understand that I will be held to the responsibilities and expectations in the handbook.

I received the following supplements to the Student Handbook:

_____	Adaptive Technology	_____	Parking and Transportation Services
_____	Alternative Media	_____	Personal Care Assistance Policy
_____	Attendance and Disability	_____	Sign Language Interpreters
_____	Campus and Classroom Accessibility	_____	Testing Accommodations
_____	Notetaking Procedures	_____	Transcriber/CART Accommodations

I have received and reviewed the student handbook. I understand that the student handbook can be updated at any time. It is my responsibility to check the Office of Accessibility website to ensure I have the most updated copy of the student handbook.

Print name

Student ID #

Student signature

Date

OA Staff signature

Date