



Office Hours

Office of Accessibility Student Handbook Table of Contents

General Information

General Office Information

Our Mission

under the ADA and other Federal disability nondiscrimination laws.

Statement of Compliance

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, programs 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 are referred to the Registrar and/or appropriate academic unit for review and disposition. (ur)9 (e)4 (of)-2 (a)4

Accessing Accommodations

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

1. Get Started at The University of Akron
 - x Applying for admission to The University of Akron and applying for services with the Office of Accessibility are two different processes.
 - x Students need to apply, be accepted, and enroll in classes before attending an intake appointment.
 - x Students can register with the Office of Accessibility at any point while enrolled at The University of Akron.
 - x The Office of Accessibility recommends submitting the New Student Application and documentation 3 months prior to enrollment.
2. Select the Registration Process for You!
 - x Temporary Medical
 - o Submit a New Student Application and upload documentation which confirms the temporary medical condition. If there are any barriers to being able to complete the application, please contact the office.
 - o Upon review of the application and/or documentation, the student will receive a "Next Steps" follow-up email advising them on the next steps of the registration process.
 - x Traditional Registration
 - o Submit a New Student Application and upload documentation completed by a qualified professional. If you have concerns about qualifying documentation, please contact our office.
 - o Upon review of the application and/or documentation, the student will receive a "Next Steps" follow-up email advising them on the next steps of the registration process. The email will include the name of your assigned Disability Specialist. If the application and/or documentation contains all necessary information, the student will receive a make appointment email. If our office needs additional information, the student will receive an email requesting additional documentation.
 - x Expedited Registration: Expedited registrations are selected and do not require an Intake Appointment. Students will be responsible for carefully reviewing the Office of Accessibility Student

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If any information in the application is incomplete, a staff member will contact the student to address what is needed.

- x Intake Appointments can be scheduled virtually via Microsoft Teams. Additionally, person meetings are available upon request. During your Intake Appointment, you and your Disability Specialist will discuss and review:
 1. Eligible services based upon documentation and disability-related needs.
 2. Documents and materials related to accommodation and office policies and procedures.
 3. Training on our online accommodation request system (STARS).
 4. Any other questions about The University of Akron, our office, and preparation for attending college.
- x Upon scheduling your Intake, you can expect to receive documents and materials necessary for the completion of the Intake appointment, via email. Please have these materials readily available during your appointment time.
- x A support person (parent/guardian, spouse, case manager) is welcome to participate in the appointment.
- x In order to complete your intake appointment, you will need to have access to the internet at the time of your scheduled appointment. The appointment will last approximately 1 ½ hours.

4. Submit Additional Documentation

- x Students have the ability to submit additional documentation through the Additional Documentation form within STARS. Students should utilize this form when needing to submit additional documentation. Students may consider submitting additional documentation if they do not have a current document.

Steps for Requesting Accommodations

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

1. Schedule your classes

- x It is important to organize your schedule in a way that works best for you! Consider the following before meeting with your advisor:
 - 9 Check MyAkron for your registration dates so you can schedule your classes as soon as they are open.
 - 9 Should you schedule breaks between classes? Breaks between classes are especially helpful if extended time on testing is one of your accommodations or if you have specific transportation needs.
 - 9 When do you function your best? You may want to schedule classes at a certain time of day due to medication or other reasons.

- x To initiate services for internships/cops/experiential learning experiences, meet with a Disability Specialist at least one semester prior to the scheduled start date of the experience.
- x The Disability Specialist will consult with the student, the department, and the supervisor as needed to determine what is required by the student to perform functional requirements (i.e., physical strengths, visual acuity, attendance, etc.) at the experience. They will then implement any modifications to the student's current accommodations at the placement site.
- x It is noted that a typical classroom accommodation letter will not automatically be sent to the placement site

Office of Accessibility to seek out support.

- x Notify your Disability Specialist if you would like assistance related to communication strategies use when working with your instructor and/or department appointee

7. Contact your Disability Specialist if You Have Questions

- x Call (330) 9727928.
- x Email directly
- x Meet virtually through Microsoft Teams.

Sample Accommodation Letter

Letter of Classroom Accommodation - Summer 2023

Student Name: Zippy Roo

Student ID: 0000001

Class: COMM 430.501- LEADING PROJECT TEAMS (CRN: 31681)

The above named individual is a student with a disability who has requested accommodations and assistance from the Office of Accessibility. The student has provided this office with individualized, confidential documentation from a qualified professional that substantiates the disability.

Federal law and University policy require that the University create an environment where students with various disabilities can partake of the programs and services we have to offer in a nondiscriminatory manner. In pursuant to University policy #33 -59-20-01 subsection C, The University of Akron recognizes its responsibility for creating an institutional atmosphere in which students with disabilities have the opportunity to be successful. The recommended classroom accommodations for this student are as follows:

1. Alternative Testing

- o Time extensions for completing tests, online and in-class, equal to 50% additional time. Students must notify instructor and make arrangements prior to test date. If the instructor is unable to provide the testing accommodations, the student should contact the Counseling and Testing Center a minimum of our days prior to the test date for scheduling.
- o Testing in a distraction reduced space (provided by the instructor whenever possible, or by the Counseling Center - Testing Services)

2. Auxiliary Aid

- o Provide copies of instructor's materials used in class to the student prior to class.

3. Equipment

- o Use of an audio recording device in the classroom. This may include digital and/or

Roles and Responsibilities in the Accommodation Process

Office of Accessibility Responsibilities

- x Review and explain what documentation is needed to determine eligibility for services
- x Determine your eligibility for individualized accommodations based on documentation.
- x Maintain student files in a confidential manner
- x Send letters to faculty members that detail your accommodations, per your request in STARS
- x Make a reasonable, good faith effort to provide accommodations, aids, and services for students in a timely manner

Student Responsibilities

- x Register with the Office of Accessibility by providing necessary documentation.
- x Meet with your Disability Specialist to discuss your needs
- x Submit accommodation requests through STARS each semester.
- x Speak to your professors about your accommodations and maintain necessary communication with instructors and the Office of Accessibility to coordinate services throughout the semester
 - o Establish agreed upon arrangements for the use of your accommodations with each of your instructors and complete any necessary Instructor Agreement Forms related to your accommodations, within the first two weeks of the semester.
- x 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
 - o This may include accommodations to be organizations, Student Recreation & Wellness Services, and student hearing proceedings (which may include Student Conduct and Community Standards, Title IV, or other university related programs).
- x Meet with your Disability Specialist to discuss any evacuation concerns. If applicable, some students may also need to communicate with their professors about individualized evacuations plans.
- x Complete the Additional Documentation Form in your STARS profile if you have additional accommodation requests that you wish to have considered and reviewed by your Disability Specialist.
- x Notify your Disability Specialist if additional accommodations should be considered.
- x Contact your Disability Specialist and/or professors if you have any questions/concerns

Faculty Responsibilities

- x Understand accommodations approved by the Office of Accessibility. It is reasonable for the faculty member to consult with the Office of

Additional Services from the Office of Accessibility

Equipment

The Office of Accessibility has equipment that can be loaned from our office, including (but not limited to): Audio Recorders, Assistive Listening Devices, Digital Recorders, and Smart Pens. Students may be asked to complete an Audio Recorder Agreement form when checking out a audiorecorder. Your Disability Specialist may make recommendations for you to utilize a specific piece of equipment and will determine your eligibility. Equipment must be returned to the Office of Accessibility upon completion of each semester. Failure to return equipment will result in a hold on your student account and a fee if the equipment is lost or broken.

For Your Success Emails and Office of Accessibility Newsletters

The Office of Accessibility periodically sends emails and newsletters to students registered with our office. This correspondence 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!

Individual Student Appointments

The Office of Accessibility staff are available, upon request and by appointment, to meet with students to discuss accommodation plans, including the coordination and implementation of accommodation(s) and services. There may be times when students might benefit from check-ins throughout the semester, and those appointments will be scheduled at the discretion of the office.

Students should be aware that appointments are scheduled on a first come, first serve basis, and in most cases same day appointment requests, or walk-in requests are not to be expected. The Office of Accessibility also

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. Tutoring is provided during business hours at the following locations:

Bierce Library , (330) 9726552

Residence Life and Housing Accommodations

Residence Life and Housing is committed to providing accessible on-

