



**Student Accessibility Services**  
440-964-4565 – [sasashtabula@kent.edu](mailto:sasashtabula@kent.edu)

### **Accommodation Information for Faculty**

The following phrases may be found on accommodation letters you receive from students registered with Student Accessibility Services (SAS). Accommodations are provided to accommodate a student's disability and are not permitted to impinge on the intrinsic nature of a course or course requirement. Faculty members are required by law to provide the accommodations listed on a student's letter and to treat all information from SAS as confidential. If you have questions about how to implement accommodations in your classroom, please see Student Accessibility Services (SAS).

#### **Alternative Media**

- **BRAILLE Material**

Required textbooks and printed materials need to be provided in BRAILLE or audio format through SAS. Your assistance may be needed to provide required written materials, such as the syllabus and class handouts, in advance so that SAS can convert the materials to BRAILLE for this student. Please note that it is easier to convert Word or Text files than hard copies of information. It is strongly recommended that the professor/instructor email an electronic version of the document to the SAS office to secure the clarity of the text, picture(s), graph(s) and/or table(s). The SAS office will then be responsible for getting the translated information to the student.

- **E-Text**

Required textbooks and printed material will be provided in electronic format by SAS and/or the publisher. Your assistance may be needed to identify required materials and provide a copy of the syllabus prior to the beginning of the semester. It is strongly recommended that the professor/instructor email SAS an electronic version of the document to secure the clarity of the text, picture(s), graph(s) and/or table(s). When additional class handouts, such as journal articles, in-class reading assignments, etc., are provided, please e-mail a text file of the documents to the SAS office at least 2 weeks prior to the assigned due date so that the material can be made accessible in a timely manner for the student.

- **Enlarged Print**

This student requires enlarged print materials. SAS can assist in the preparation of enlarging materials. It is strongly recommended that the professor/instructor email an electronic version of the document to the SAS office to secure the clarity of the text, picture(s), graph(s) and/or table(s). When additional class handouts, such as journal articles, in-class reading assignments, etc., are provided, please e-mail a text file of the

documents to the SAS office at least 2 weeks prior to the assigned due date, so the material can be made accessible in a timely manner for the student.

## **Assistive Technology**

- **CCTV**  
This student may require the use of a Closed Circuit Television, available at SAS, to magnify print.
- **Dragon Naturally Speaking**  
This student may require the use of Dragon Naturally Speaking, a voice trained speech-to-text software, for in-class work completed within a computer lab setting. Please note that the department may be expected to provide this software. Please contact SAS for further information.
- **JAWS**  
This student requires Job Access With Speech (JAWS), a screen reader software, for any in-class work that is completed within a computer lab setting. Please note that the department may be expected to provide this software. Please contact SAS for further information.
- **Zoom Text**  
This student may require the use of ZoomText, a screen magnifier for Microsoft Windows, for his/her in-class work if class is conducted within a computer lab setting. Please note that the department may be expected to provide this software. Please contact SAS for further information.

## **Classroom Access**

- **Breaks as Needed**  
Please allow this student to take breaks as needed.
- **Chair with Arms – Furniture Modification**  
SAS will be placing a chair(s) in this student's class. We would appreciate your assistance in making sure the chair(s) are available for this student or the interpreter/caption provider's use and contact SAS if the chair(s) are removed from the classroom.
- **Accessible Field Experiences/ Field Trips**  
This student requires accessible field trips and field experience placements. For more information regarding accessibility needs, please talk to the student and the Student Accessibility Services office.
- **Chair without Arms – Furniture Modification**  
SAS will be placing a chair(s) in this student's class. We would appreciate your assistance in making sure the chair(s) are available for this student or the interpreter/caption provider's use and contact SAS if the chair(s) are removed from the classroom.
- **Classroom Emergency Evacuation**  
This student may require assistance in the event of an emergency evacuation. In this event, (1) ensure that the student is aware of the need to evacuate, and/or (2) assist the student in evacuating the classroom/lab space in a timely manner, and/or (3) ensure that

the student exits the building safely, or that the student safely reaches a shelter-in-place location and then notify emergency responders as to the student's location.

- **In-Class Service Animal**

This student will have a service dog with him/her to assist with his/her mobility around campus. State law requires that service dogs be permitted into all public facilities. The dog has been trained to be silent and to sit under the desk by the student. It would be helpful if the student is permitted to sit in the front of the classroom in order to provide ample space for the service dog.

- **Laptop Computer**

Due to the nature of this student's disability, it is recommended that this student be permitted to use his/her laptop computer in class for note-taking purposes and/or to complete in-class writing assignments, if applicable.

- **Priority Seating**

Please allow this student to have preferential seating in the classroom.

- **Table – Furniture Modification**

SAS will be placing a table in this student's class. We would appreciate your assistance in making sure the table is available for this student or the interpreter/caption provider's use and contact SAS if the table is removed from the classroom.

- **Record Class Lecture**

This student may record class lectures. The student is responsible for purchasing his/her recording equipment. Please note that recordings will be used only for academic purposes related to the class and will not be shared with any other individual. Please contact SAS with concerns.

## **Deaf and Hard of Hearing**

- **Accessible Audio and Video Materials**

Please note that any Audio/Visual media, including but not limited to all DVD/VHS, narrated Power Points and YouTube.com clips, used in the classroom or provided through web-based courses, should be accompanied with Closed Captions per state and federal law. If you have any questions, concerns or need further assistance with closed captioned media contact the SAS office.

- **Interpreting**

This student requires the use of a Sign/Oral Interpreter in class.

- **Caption/Transcription Provider**

A caption provider will be present in your class to type all spoken words into a format that the student is able to read. Transcripts of the class lecture will be utilized only by this student and can be destroyed upon completion of the class if requested.

- **Speech Reading**

This student uses speech reading to understand what is being said. Because of this, SAS asks the professor/instructor to face the class as much as possible when lecturing, repeat questions posted by students in class, and provide important information in written as well as in verbal form.

## Note Taking Services

- **Note-Taking Assistance**

The SAS staff requests your assistance in identifying a note-taker and asks that the professor/instructor make an announcement for the position. SAS can email the professor/instructor additional information and a sample note-taker announcement that can be read to the class or to be sent via e-mail.

- **Typed Notes**

Due to the nature of disability, this student requires typed notes for text-to-speech access. The coordination of this accommodation will be managed by SAS.

## Additional Notification(s)

- **Announcements**

Please provide important announcements, such as exam dates, assignment due dates and assignment instructions, in both written (e.g. course syllabus, email, etc.) and verbal form.

- **Classroom/Lab Assistant**

Due to the nature of disability, this student requires assistance in the classroom and/or lab setting, which will be provided by SAS.

- **Library Assistance**

This student requires assistance to acquire and/or copy material in the library. The student has been informed that 24-48 hours notice is required for this service, and that he/she must cover the cost of the copied material. The student has been encouraged to schedule an appointment with the appropriate library staff member for assistance.

- **Spelling Accommodation**

Unless spelling is an intrinsic component of what is being evaluated in a classroom assignment SAS recommends that spelling not be taken into account when grading in-class work for this student.

- **Stamina Fatigue Statement**

As a result of his/her disability, this student tends to become fatigued easily and may have decreased stamina for lengthy class periods or exams. This fatigue can be exacerbated by stress, and may be most evident during midterms and final exam periods. Because of this, SAS asks that this student be allowed rest periods during long classes or exams.

- **Copies of Power Points/Transparencies**

Please provide this student with a photocopy of material presented on an overhead projector including Power Point slides, or allow the student to copy this material before or after class. The student is responsible for arranging with you a regular time to pick up this material. Please note that the copy machine in SAS is available for this purpose, in order to alleviate the cost of copies for the professor/instructor's department.

- **Required Preparation**

As a result of his/her disability, this student may require additional time to prepare for writing assignments and/or complex or lengthy projects. However, this should not alter core requirements of the course, and the student has been advised that extended due dates are at the discretion of faculty as those dates align with core requirements of the course.

The student has been instructed to contact you, as close to the beginning of the semester as possible, to discuss this option. SAS understands that accommodations cannot fundamentally alter core requirements or impinge upon the intrinsic nature of a course, and if you believe this request does this please contact our office and we can discuss your concerns. The student has also been reminded that it is his/her responsibility to meet all course requirements for your class.

- **Unpredictable Nature of Disability**

Due to the nature of this student's disability, he/she may experience an unpredictable exacerbation of his/her disability that may impact his/her ability to attend class. The student has been instructed to contact you, as close to the beginning of the semester as possible, to discuss this situation. SAS understands that accommodations cannot impinge upon the intrinsic nature of a course or course requirement, and if you believe this request does this, please contact our office and we can discuss your concerns. The student has also been reminded that it is her/his responsibility to meet all course requirements for your class.

- **Other**

This student may require additional modifications depending upon the nature of your course and/or course requirements. The student has been instructed to contact you to discuss his/her potential needs. SAS understands that accommodations cannot impinge upon the intrinsic nature of a course or course requirement, and if you believe the student's request does this, please contact SAS to discuss your concerns.

- **Verification of SAS Registration**

This student is registered with the office of Student Accessibility Services for a documented disability.

## **Exam and Quiz Services**

- **Extended Time for Exam/Quiz**

This student receives 50% more time for objective or multiple choice exams and quizzes and 100% more time for exams and quizzes involving essay(s) or math calculation.

- **Reduced Distraction Exam/Quiz Location**

This student requires a reduced distraction environment for his/her exams and quizzes. The Academic Success Center may be utilized as a reduced distraction testing location for this student per his/her preference and/or if the professor/instructor cannot provide this accommodation.

- **Room Alone Exam/Quiz Location**

This student requires a private and reduced distraction testing location. The Academic Success Center may be utilized for a private and reduced distraction testing location for this student per his/her preference and/or if the professor/instructor cannot provide this accommodation.

- **Calculator**

Use of a calculator for math (unless basic math calculations are specifically what is being assessed in the class; OR unless the intent of the class/test is to specifically assess students' knowledge of basic math calculations)

- **Interpreter**

Use of a sign/oral interpreter provided by SAS.

- **Spelling Accommodation**  
Unless spelling is an intrinsic component of what is being evaluated on an exam or quiz, SAS recommends that spelling not be taken into account when grading exams or quizzes for this student. This student may also use a word processor with spell-check capability.
- **CCTV**  
This student may require the use of a Closed Circuit Television, available at SAS, to magnify print on his/her exam or quiz
- **Scribe/Typist**  
Due to the nature of his/her disability, this student requires the assistance of a scribe and/or typist for exams and quizzes. The scribe/typist will only write/type exactly what is dictated by the student. Due to the complexity of some academic subjects (i.e. foreign languages, advanced mathematics, accounting, computer science, etc.), the professor/instructor and/or department may be expected to provide a scribe/typist for the exam or quiz.
- **Natural Reader**  
Exams and quizzes presented in an auditory mode via a live reader or text-to-speech reader. Due to the complexity of some academic subjects (i.e. foreign languages, advanced mathematics, accounting, computer science, etc.), the professor /instructor and/or department may be expected to provide a reader for the exam or quiz.
- **Enlarged Print Exam/Quiz**  
This student requires enlarged print exams and quizzes. SAS can assist in the preparation of enlarging an exam or quiz. It is strongly recommended that the professor/instructor email an electronic version of the document to the SAS office to secure the clarity of the text, picture(s), graph(s) and/or table(s). SAS strongly prefers to receive the exam/quiz a minimum of 24-48 hours in advance.
- **BRAILLED Exam/Quiz**  
This student requires his/her exam in a BRAILLE format. SAS can assist in the preparation of producing the exam or quiz in Braille. It is strongly recommended that the professor/instructor email an electronic version of the document to the SAS office to secure the clarity of the text, picture(s), graph(s) and/or table(s). SAS strongly prefers to receive the exam/quiz a minimum of 24-48 hours in advance.
- **Dragon Naturally Speaking**  
This student may require the use of Dragon Naturally Speaking, a voice trained speech-to-text software, on his/her exam or quiz. SAS can provide the use of this software for exams and quizzes for this student.
- **Use of Magnifier**  
This student may require the use of a screen magnifier for Microsoft Windows, for his/her exam or quiz. The student may use the Magnifier software in SAS. It is strongly recommended that the professor/instructor email an electronic version of the exam or quiz to secure the clarity of the text, graph(s) and/or table(s). SAS strongly prefers to receive the exam/quiz a minimum of 24-48 hours in advance.