

J. Guidelines for Faculty Adherence to Policy for Requesting and Implementing Accommodations for Students

The University is committed to providing qualified students with documented disabilities full access to and participation at the University, consistent with the legal mandates outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 1990 as amended. This commitment embodies the University's long-standing mission to ensure the inclusion of all members of its community.

The Office for Civil Rights (OCR) in the U.S. Department of Education has responsibility for enforcing these accessibility and antidiscrimination laws. OCR's guidance on emerging course technology requires that qualified students with documented disabilities "receive all the educational benefits provided by the technology in an equally effective and equally integrated manner" and must be able to acquire the same information, engage in the same interactions, and enjoy the same services received by other University students in each course.

Consistent with the University's Policy for Requesting and Implementing Accommodations ([Policy for Requesting and Implementing Accommodations](#)) upon receiving an Accommodation Letter from a student in any course, faculty must:

- (1) collaborate with the student to determine how the accommodation(s) stated in the Accommodation Letter will be accomplished in the specific course.
- (2) sign the finalized Accommodation Letter to enable the student to return the Accommodation Letter to the Director of the Learning Center & Disability Services ("Director").

When collaborating with any student concerning accommodation(s) stated in an Accommodation Letter, faculty should contact the Director with any questions or concerns.

The University encourages all faculty to develop and use information and materials in courses that provide equal accessibility to all students ("Accessible Course Material"). This may include but is not limited to:

- Promptly inform the University's Information Services and Support Department of any required software and web applications needed in the specific course.
- Writing alternative text descriptions for images,
- Creating screen-reader ready versions of all documents,
- Using descriptive hyperlinks, and,
- Using captioned media whenever possible.

The University's Instructional Technology Department ("IT Department") has established guidelines for developing electronic course materials in a format that provides equal accessibility to all students (the "Accessible Course Material Guidelines") that should be followed by faculty. The University's Accessible Course Material Guidelines are available at [Accessible Course Material Guidelines](#). The University's IT Department provides training and support for faculty in the development of Accessible Course Material.

In the event that a student's accommodation(s) stated in an Accommodation Letter necessitate the development of Accessible Course Material for any course, to ensure that accommodations for the student are implemented in a timely manner, faculty must promptly notify the University's Disability Services and the IT Department.