August 15, 2013

Dear Muskingum University Faculty,

As the new academic year approaches, I am looking forward to serving our students and to supporting and assisting you in providing federally mandated reasonable accommodations to students who have disabilities. Fall 2013 will reflect progression in continuing to deliver disability services at Muskingum and I thank you in advance for your assistance.

To clarify, student requests for, and provision of, accommodations are still made solely through the DEO. Should a student disclose a disability to you, please encourage him/her to contact the DEO so that we may discuss specific needs and the process for receiving reasonable accommodation. Once students have met with the DEO, I will continue the practice of sending an email to each course professor as a written notification of which students in each class qualify for accommodation, and for which specific accommodation each student is qualified to receive. Please do not accommodate students without notification from the DEO.

For Muskingum University to be in compliance with federal disability mandates, each semester, each faculty must:

1. Include on each course syllabus an updated Disability Statement.

   Example Disability Statement for Syllabi:

   Any student who wishes to request an accommodation is responsible to contact the Disability Education Office (DEO) to discuss his/her specific needs and the process to receive reasonable accommodation. Please contact the DEO, located in The PLUS Center in Walter Hall #26 or call 740-826-6132 to arrange an appointment as soon as possible. At the appointment, the procedure to coordinate accommodations will be discussed. You can also find information about the process for accommodation on the web at http://www.muskingum.edu/deo

2. Make “accessible format” course materials available to those students identified by the DEO in the accommodation letter sent to you.

   Please contact the DEO for specifics regarding what is considered accessible format for the student. Course materials may include all class handouts as well as articles and documents, including those that are uploaded on Blackboard.

   For example, students whose disability necessitates the use of a digital screen reader must have access to course materials that can be converted to a format that a screen reader can read. These devices provide the student with the same opportunities that students without disabilities have to participate in course sessions and to study and to prepare for exams.
Materials that the faculty wishes the DEO to convert for them need to be given to the DEO two weeks in advance of when the materials will be provided to the class. This lead time is needed to permit the conversion of the print material to an accessible format and give it back to you to give to the students.

3. **Respond to DEO requests for specifics regarding testing situations.**

For testing accommodation, the DEO will notify each faculty member by email 48 hours in advance of the testing situation and will request the number of tests that will be needed, along with any special instructions for the testing situation. Ideally, the test will be sent to the DEO in a Microsoft Word document, which is the most accessible format used by digital screen readers.

Within a minimum of 24 hours in advance of the scheduled test time for the class, the faculty is expected to respond to the DEO email with the faculty’s plan for delivery of the tests to the DEO, as well as the plan for the return of tests from the DEO to faculty.

If faculty does not comply, a student may be denied his/her legal rights under the federal disability mandate. The University would then be out of compliance with federal disability law and could be put in legal jeopardy.

4. **Exam delivery options include the following:**

   A. Exams can be emailed to the DEO at [DEO@muskingum.edu](mailto:DEO@muskingum.edu) at least three hours prior to the exam. The DEO cannot and will not make any additions or corrections to the exams.

   B. Exams can be delivered in person to the DEO in Walter Hall 26 at least three hours prior to the exam.

   C. Exams can be picked up by the DEO from the building secretaries during daily Monday through Friday runs, anticipated to be once at 9:30 a.m. and once at 2:30 p.m.

5. **Exam return options include the following:**

   A. Faculty are welcome to pick up their exams in the DEO by making arrangements with the DEO.

   B. Exams will be returned by the DEO to the building secretaries during daily Monday through Friday runs, anticipated to be once at 9:30 am and once at 2:30 pm.

As the Coordinator for the DEO, I am here to support and assist you as well as our students. Please feel free to contact me at x6132 or [jgirod@muskingum.edu](mailto:jgirod@muskingum.edu) or visit me in WH 26 for assistance or further information. The DEO looks forward to collaborating with you, and would like to thank you in advance for your continuing support of this important initiative and the difference that it makes to so many of our students and their families.

Sincerely,

Joyce Girod
Coordinator, Disability Education Office