

# The University of Toledo Learning Collaborative Office of Accessibility

## Policy Statements

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The University of Toledo offers various academic accommodations and services to individuals with disabilities who qualify. Please refer to the University's Documentation Guidelines for specific information regarding eligibility for services.

The following policies outline the accommodations and services offered to ensure equal access for individuals with disabilities to educational programs and services offered by The University of Toledo. If you have questions and/or need additional information please contact the Office of Accessibility on the main campus at 419.530.4981 or 419.530.2612 VP/TTY or the Academic Enrichment Center on the Health Science Campus at 419.383.6118.

### **Alternative Formatting of Class notes, Research materials, Syllabi, etc.**

Alternative format services are available to students/faculty/staff who qualify for this accommodation. Time frames for conversion of materials vary greatly depending on the length and content of the material, as well as the format in which the material is received. Short documents submitted electronically can usually be reformatted within 2-3 business days. If necessary, the University may contract with outside agencies to transcribe materials needing unique formats.

### **Electronic Text (E-Text)**

Students who are eligible for E-Text can have books, articles, and other course materials converted into electronic text. Obtaining an electronic version of a text book from a publisher, or converting a hard copy can take anywhere from 2-6 weeks. Time frames for conversion of other course materials vary greatly depending on the length and content of the material, as well as the format in which the material is received.

### **Foreign Language Substitution (FLS)**

Students with a disability that impacts their ability to successfully complete a foreign language may *petition* for a Foreign Language Substitution (FLS). Students seeking this academic accommodation must write a narrative explaining a history of difficulty with foreign language including past grades and previous accommodations. In conjunction with the student, and if the documentation is supportive, the office will submit a letter of support requesting consideration for a FLS to the Dean of Arts and Sciences who has the final authority to approve/deny a course substitution.

### **Lab Assistance (LA)**

Students eligible for this academic accommodation will be assigned a Lab Assistant (LA) to assist with laboratory assignments. The purpose of a LA is to assist student with disabilities in a laboratory setting by using his/her hands to complete tasks as assigned. The student using such an accommodation is responsible for directing the LA on how to act so that the assignment is being completed by the student enrolled in the course with the physical assistance only of the LA.

### **Note-taking**

Students eligible for this academic accommodation will be assigned a note taker to assist with transcribing notes during lecture intensive courses. Note takers will only be assigned to students with disabilities in courses in which the disability directly impacts their ability to effectively take notes. The note taker will attend assigned courses, transcribe notes throughout the lecture, and provide the student with a copy of these notes in a timely manner.

### **Para transit**

The Office of Accessibility in conjunction with Transit Services provides Para Transit services to students/faculty/staff who qualify. The Para Transit shuttle offers intra-campus access only and is scheduled on a first come first serve basis. There is one shuttle available Monday through Friday from 7:30 am to 10:30 pm . Patrons must be flexible with scheduling rides due to the nature of the service.

### **Sign Language Interpreting**

Students eligible for this academic accommodation must complete a Request for Service Form indicating any and all courses in which an interpreter is needed. Students may also request an interpreter for events outside the classroom by completing an Interpreter Request Form at least 5 business days prior to the event. Changes to the event request such as changes in start or end times or meeting location should also be formally submitted.

Departments or other university entities may request an interpreter for meeting or events, and will be charged a fee for service to cover the cost of the interpreter.

### **Speech-to-Text**

Students eligible for this academic accommodation will be assigned a transcriber who is trained to provide this alternative method of translation. The transcriber will be equipped with the appropriate technology to offer "real time captioning" to students.

Students must complete a Request for Service form indicating in which courses a transcriber is needed in the classroom. Students may also request a transcriber for events outside the classroom by completing an Interpreter Request Form at least 5 business days prior to the event. Changes to the event request such as changes in starting or ending times, meeting location should also be formally submitted.

Departments or other university entities may request speech to text for meetings or events, and will be charged a fee for service to cover the cost of the transcriber. Also for those who may need and are approved/ qualified for CART will need to fill out the forms and follow the process listed above.

### **Testing Accommodations**

Students eligible for this academic accommodation will take their exams either in class, at the Testing Center (FH 1080), Scott Park (ASC 1200) or in the Office of Accessibility. Testing accommodations are approved and provided on an individual basis based on the nature of the disability and the individual needs of the student.

### **Priority Registration**

The University of Toledo offers priority registration to students with disabilities, athletes, and honors students. This service allows students to begin registering for classes 2 days prior to start of general registration. This accommodation provides students with disabilities an opportunity to select schedules that match their needs.

### **Research Assistants**

Students eligible for this academic accommodation will be assigned a Research Assistant (RA) to assist with academic research. The purpose of the RA is to assist with the collection of research materials. It is the responsibility of the student enrolled in the course to direct the RA by requesting specific materials needed to complete course assignments.

### **Captioning**

Students eligible for this accommodation may request to have audio materials captioned if materials are not closed captioned. Typically short video segments require 7-10 days to caption. The time frame for longer audio materials varies greatly based on the length, technical content, and availability of a script. The office staff will evaluate audio material to be captioned accordingly.

The Office of Accessibility will give each student registered and eligible for academic accommodations an Advocacy Memo that s/he is to present to faculty. This memo will inform faculty of any additional accommodations not listed above in which the student is eligible such as flexible attendance, make-up exams, use of a service animal, use of a tape recorder or calculator, use of spell check or a dictionary, adaptive furniture or equipment, use of adaptive software, and priority seating.

Note: All Accommodations are based on the nature of the disability, the individual's unique needs, and on eligibility under ADA law.