Office of Accessibility
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Office of Accessibility
Student Handbook
Law Students

Welcome

The Office of Accessibility (OA) would like to welcome you to our office and to The University of Akron! Our goal is to provide students with disabilities equal access opportunities and programs geared for academic success. Please use this handbook as a guide for accessing accommodations and services through the Office of Accessibility. Please do not hesitate to contact us if you have questions or concerns regarding accessing accommodations.

Office Hours

Fall/Spring Semesters	Summer Semester
Monday through Friday 8:00 AM to 5:00 PM	Monday through Friday 8:00 AM to 4:30 PM

Our Staff is Here to Help You

The staff in the Office of Accessibility strives to provide students with full access to, and the opportunity for, full participation in the academic environment at The University of Akron. *Your Disability Specialist will be your "go-to" person on campus whether you have questions, need an advocate, or require assistance coordinating accommodations and services. We are here to assist you!*

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Office of Accessibility Student Handbook

Law Students
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General Office Information

Our Mission

The mission of the Office of Accessibility at The University of Akron is to provide students with full access to and the opportunity to fully participate in the academic environment at The University of Akron. We are advocates of social justice for students with disabilities and work to end oppression by examining the social, cultural, and institutional barriers to inclusion of all students. We embrace the diversity of our student body and celebrate a culturally sensitive and accessible campus through outreach, partnership, and advocacy with all University of Akron departments.

Our goal is to provide reasonable accommodations and a supportive, well-resourced environment for students with disabilities to promote student success in the university environment. Our mission goes well beyond the legal requirements, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA as Amended (2008), and supports the University's commitment to create an accessible and welcoming environment for all students.

Legislation Mandates

In addition to the mission of the Office of Accessibility, the following directives from federal laws guide the efforts of this office and The University of Akron to provide an accessible experience in higher education. The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in federally funded programs and activities. The Americans with Disabilities Act (ADA) of 1990 is a civil rights law that prohibits discrimination against individuals with disabilities in the areas of employment, state and local government, public accommodations and services, transportation, and telecommunications. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one of more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Section 504 of the Rehabilitation Act of 1973

"No otherwise qualified individual with a disability in the United States…Shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance (Section 504 of the Rehabilitation Act of 1973)." For the purposes of this section, the term "program or activity" means all the operations of a college, university, or other post-secondary institution, or a public system of higher education.

Title II of The Americans with Disabilities Act

"Subject to the provision of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by such entity (Title II of the Americans with Disabilities Act)."

Americans with Disabilities Act as Amended

The ADA Amendments Act of 2008 (Public Law 110-325, ADAAA) became effective January 1, 2009. The ADAAA expands interpretation of the ADA's coverage, which has been narrowly construed by case law in a number of decisions by the Supreme Court. Because Congress viewed those decisions as limiting the rights of persons with disabilities, the ADAAA explicitly reversed those decisions. It also rejected portions of the regulations published by the Equal Employment Opportunity Commission (EEOC) that interpret Title I (the employment-related title) of the ADA. The ADAAA makes changes to the definition of the term "disability," clarifying and broadening that definition -- and therefore the number and types of persons who are protected 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, auxiliary aids and services will be returned to the provider. Only information which is determined to be related to the disability and provision of academic accommodations will be retained by the Office of Accessibility.

Procedure to Request Release or Review of Student Records Related to Disability

The student should request the release or review of information by filling out The University of Akron's FERPA Release Form on the University of Akron's My Akron. The student may need to schedule an appointment to meet with their Disability Specialist to release or review the requested information.

In an effort to better support student outcomes, services through the Office of Accessibility are a student driven process. In most cases, the student will be primarily responsible for all interactions and communications with the Office. This includes students who have signed a FERPA release form.

We strive to assist students succeed both during the initial Registration Process and throughout their academic career by utilizing an interactive accommodation process that maintains open lines of communication among students, their instructors, and the Office of Accessibility. To navigate the university environment successfully students should anticipate becoming more independent, including developing or enhancing their ability to self-monitor and mitigate disability-related symptoms, allowing them to navigate successfully the University environment, consistent with established University standards.

While all interactions with this Office ultimately will be at the direction of, and will directly include, the student receiving services, students under the age of 18, or with a Power of Attorney in place, will have greater flexibility as to who may on the student's behalf. We recognize and value the support provided by parents and significant others in the student's life and understand that they too may be transitioning to a different, less directive role. We encourage students to continue to utilize their support system, while independently navigating accommodation policy and procedure on campus and with their assigned Disability Specialist.

Accessing Accommodations

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

1. **Get Started at The University of Akron**
   - Applying for admission to The University of Akron and applying for services with the Office of Accessibility are two different processes.
   - Students need to apply, be accepted, and enroll in classes before attending an intake appointment.
   - Students can register with the Office of Accessibility at any point while enrolled at The University of Akron.
   - The Office of Accessibility recommends submitting the New Student Application and documentation 3 months prior to enrollment.

2. **Select the Registration Process for You!**
   - Temporary Medical
     - 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.
     - 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.

   - Traditional Registration
     - Submit a New Student Application and upload documentation completed by a qualified professional. If you have concerns about qualifying documentation, please contact our office.
     - 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.

   - Expedited Registration: Expedited registrations are self-directed and do not require an Intake Appointment. Students will be responsible for carefully reviewing the Office of Accessibility Student Handbook and scheduling a follow-up meeting with their Disability Specialist if they have any questions or concerns.
     - On Question #2 of the New Student Application, select Expedited Registration. Please be specific about your requests and remember to upload disability documentation.
     - Upon the review of the application and/or documentation, you will receive a status update email confirming eligibility for the expedited registration.
     - Within one week of the review of your application and documentation, you will receive a registration confirmation email which lists your approved accommodations and next steps for requesting those accommodations in your classes. Additionally, this email will contain any necessary policies and procedures that you are required to review. If you have any questions or concerns about the accommodations or would like to review any of the content covered in the expedited registration process, please contact the office to schedule a follow-up appointment.

3. **Traditional and Temporary Medical Registrations only Should Schedule an Intake Appointment**
   - Once a new student application has been reviewed, including complete documentation, an Office of Accessibility staff member will follow-up to notify the student they can schedule an intake appointment. If any information in the application is incomplete, a staff member will contact the student to address

what is needed.

- Intake Appointments can be scheduled virtually via Microsoft Teams. Additionally, in-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.
- 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.
- A support person (parent/guardian, spouse, case manager) is welcome to participate in the appointment.
- 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

- 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 for many different reasons. These reasons may include, but are not limited to:
    - Sustained a Temporary Medical Condition (broken bone, concussion, unexpected hospitalization);
    - An exacerbation of current disability-related symptoms;
    - Additional disability diagnosis;
    - Submitting documentation for the review of Provisional status;
    - Requesting the review of current documentation on file for eligibility of a new accommodation.
- Students should upload current, disability-related documentation of their disability(ies) to STARS completed by a **qualified professional.** The Office of Accessibility has specific guidelines available on our website or in Simmons Hall 105. The Office of Accessibility will not accept disability-related documentation from treatment professionals who are related, in any way, to the student requesting services.
- Students are encouraged to contact their Disability Specialist with questions or to discuss the process of submitting additional documentation.

What are Accommodations?

An accommodation is a support that is put in place for a course, program, service, job, activity, or facility designed to eliminate or minimize disability-related barriers. There are many ways to accommodate a situation or activity. Accommodations vary based on individual circumstances and disability-related documentation.

In order for an accommodation to be considered, it must not:

- Compromise the essential requirements of a course, program, job, activity, or facility.
- Cause an undue administrative or financial hardship.
- Compromise the safety to you or others.
- Fundamentally alter a course or program.

Steps for Requesting Accommodations

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

1. **Schedule your classes**
   - It is important to follow Law School instructions on how and when to schedule classes. Law students should work directly with **Andy Costigan** when scheduling classes.

2. **Be Aware of Deadlines for Accommodation Requests**
   - Some accommodations have deadlines in order to have sufficient time to coordinate services. Deadlines are located at www.uakron.edu/access.
   - Please request accommodations as soon as possible to avoid deadlines.
   - If a deadline is missed, services will **NOT** be denied. However, they may take significantly longer to implement. Law students should contact **Melissa Kress** and the Office of Accessibility to discuss deadlines.

3. **Request Accommodations through STARS**
   - Students must request accommodations if they intend to use the accommodations in class.
   - Log in to the Student Testing and Accommodation Request System (STARS) website https://york.accessiblelearning.com/Akron
   - Select the courses that you would like accommodations for and click "Step 2- Continue to Customize Your Accommodations."
   - Mark the specific accommodations that you need for each class.
   - Check the box if you would like your accommodation letters to be emailed to your professors. If you do not check the box, the letters will not be emailed to your professors.
   - **IMPORTANT**- If you change your schedule, it is your responsibility to update your accommodation request in STARS. We are unable to process requests for added classes or schedule changes unless the accommodation request is updated.
   - *Forget how to request your accommodations through STARS? We can help you!*
     - ✓ Watch the "How to Request Accommodation Letters" tutorial at www.uakron.edu/access.
     - ✓ Come to the OA during office hours and a staff member will assist you.
     - ✓ Schedule a meeting with your Disability Specialist for assistance.

4. **Accommodation Letters are Emailed to Law School Administrators**
   - Accommodation letters are the formal description of the services and accommodations students will receive through the Office of Accessibility.
   - One week before the start of the semester, letters are emailed to Melissa Kress who will work with the student to coordinate accommodations through the School of Law.
   - Instructors do not receive the accommodation letter at this time. Letters can be emailed to professors at any time, upon the student's request.

5. **Contact Office of Law Student Affairs**
   - After registering with the Office of Accessibility, each student should take steps to implement accommodations and maintain good communication with their instructors, the Office of Law Student Affairs and the Office of Accessibility. Accommodations may not conflict with the essential elements required to successfully complete the course for compliance with the American Bar Association.

Melissa Kress, mkress1@uakron.edu

**Ask your Disability Specialist if you would like assistance communicating with the Law School.*

6. Contact your Disability Specialist if You Have Questions

- Call (330) 972-7928.
- Email directly.
- Meet virtually through Microsoft Teams.

IMPORTANT: Accommodations are NOT retroactive. This means that services and accommodations apply only from the point at which the student requests the accommodations AND communicates the desire to use each of their approved accommodations.

Sample Accommodation Letter

Letter of Classroom Accommodation - Summer 2022

Student Name:
Student ID:
Class: 9200 603.501 - CONST LAW: GOVT AUTHORITY (CRN: 31675)

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. **Attendance**

    - The effects of this student's disability may occasionally result in absence from all or part of a class. This student is aware that the instructor determines the classroom policy and attendance is often a fundamental element of the class. It is requested that his/her disability be taken into consideration when applying your classroom policy. Consultation with the Office of Accessibility is recommended if/when the number of absences begins to result in a fundamental alteration of the essential elements of the course requirements for the student.

2. **Law**

    - Time extensions for completing tests and in-class work equal to 50% additional time. Students must notify Misty Franklin in the School of Law and make arrangements prior to test date. Time extensions do not apply to out of class assignments or take home exams.
    - Testing in a distraction-reduced space provided through the School of Law.

The accommodations based on the impact of a disability are intended to remove barriers to learning and demonstration of knowledge between students with disabilities and students without. Students may choose not to use all of these accommodations in your class. Office of Accessibility policy suggests that students speak to you about these accommodations and maintain necessary communication with you and the Office of Accessibility to coordinate services throughout the semester. Each student is ultimately responsible for notifying you of these accommodations in a timely manner. In some courses, students may be required to perform technical standards which may not be reasonable accommodations. Consultation with the Office of Accessibility may be necessary in these situations.

If you have any questions concerning the implementation of these accommodations in your classroom or if you believe that any of these accommodations are incompatible with fundamental course objectives, please call me at 330-972-7928.

Testing Procedures

All testing accommodations for Law students are coordinated, scheduled, and proctored by the School of Law. The following Law School administrator will work with you to coordinate testing services:

Melissa Kress, mkress1@uakron.edu

Examples of Testing Accommodations

- **Extended time** – The specific amount of extended time depends on the impact of the disability and is determined by the student's Disability Specialist.
- **Distraction reduced space –** Small, quiet rooms are available for testing; However, we are unable to guarantee isolated space.
- **Reader pen –** Assistance in reading tests using a technology-based reader pen to scan and read printed tests, in lieu of a human reader in the testing room. The pen is operated by the student during the exam. Students should anticipate being asked to wear headphones when utilizing the reader pen.
- **Use of technology on tests –** Includes computers, CCTV, adaptive software, etc. depending on the students' disability-related needs. In some cases, students may be required to meet with Law School Administrators to ensure the technology and software programs are accessible to the student. This would also include the requirement of physically meeting with Law School IT. Failure on part of the student to attend these scheduled meetings may result in the student not having the ability to use the technology or unique software in the School of Law.

Guidelines for Utilizing Testing Accommodations

- Students should request exam accommodations utilizing The University of Akron School of Law Special Exam Accommodation form located within the Law School Student Resources Brightspace page under Exams.
- Students should request exam accommodations by the deadline indicated by the School of Law. The School of Law will make a good faith effort to fulfill requests submitted after this deadline, but it cannot be guaranteed.
- Students who request exam accommodations will receive an email outlining the details of each exam, including the date, time, and exam location. Students should be aware that they may be assigned to a testing room with other students receiving testing arrangements, including those who may be enrolled in the same course section.
- If a change of testing date or time is needed due to the student's disability, the student must consult with his/her Disability Specialist and the School of Law to determine if the request is reasonable.
- Students are expected to begin their exams on the date and time indicated by the School of Law, which may differ from the start time indicated for non-accommodated exams. All tests in one room will begin at the same time; however, students will be free to leave once they have completed their exam. For evening and weekend exams, if extra time is included in a student's accommodations, the accommodated student will generally be asked to begin the exam before the scheduled start time.
- Students who require distraction-reduced space will be given a place to complete their exams that is distraction-reduced. However, isolated space cannot be guaranteed.

Accommodations for the Bar Exam and other Professional Exams

Each state controls its own accommodation for the bar exam. Law students with disabilities who believe they will require accommodations when taking the bar examination should inquire early in their legal education as to what will be necessary to obtain accommodations. Students should contact each state in which they intend to take the bar exam to learn that state's process and to access necessary forms. Only the state administering the bar exam knows its own requirements and process. The School of Law does not have the information provided by each state.

It is the responsibility of the student taking the exam to be aware of the timeline for submitting documentation including third party reference materials. There may be times when students need assistance from the Office of Accessibility to complete third party forms, including information regarding the approved accommodation plan at The University of Akron. In these instances, **the Office of Accessibility requires the student to contact the office, in advance, and at minimum provide notice of 30 business days** when the student requires assistance. The failure to provide advance notice to the Office of Accessibility may result in the forms not being completed by the required submission date set by the testing entity.

Many state boards of bar examiners will request that the Law School provide information on accommodations provided, upon a written release from the student. However, please note that receiving accommodations in Law School does not guarantee accommodations on the bar examination.

Students who will be requesting academic accommodations for the bar exam should contact **Melissa Kress** at the School of Law, who can assist with seeking information from various state bar authorities.

Externship, Clinical Experiences, Internship, and Co-op Accommodations

Internship and/or co-op experiences are often very different than a typical classroom format and frequently involve hands-on experiences. As a result, the type of academic accommodations that would be reasonable for these experiences will often be different than those that have been used in the classroom setting.

Guidelines for Students

- Externship/Internship and Co-op: Meet with Associate Dean of Career Services and Strategic Initiatives **Alisa Benedict O'Brien (ab139@uakron.edu)** to understand what is needed to perform the functional requirements of the internship/co-op experience (i.e. physical strength, visual acuity, attendance, etc.).
- Clinical Experiences: Meet with one of the Clinicians to understand what is needed to perform functional requirements of the externship/internship/co-op experience (i.e. physical strengths, visual acuity, attendance, etc.).
- After understanding what is needed to perform these requirements, meet with a Disability Specialist at least **one month prior** to the scheduled start date of the internship/co-op experience.
- A Disability Specialist will consult with the student, the department, and the on-site supervisor as needed to determine and implement any modifications to the student's current accommodations.
- Accommodations are NOT retroactive. This means that services and accommodations apply only from the point at which the student requests the accommodations AND communicates the desire to use each of their approved accommodations.

Please Note: The priority of School of Law exams supersedes all out-of-classroom experiences.

Roles and Responsibilities in the Accommodation Process

Office of Accessibility Responsibilities

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

Student Responsibilities

- Register with the Office of Accessibility by providing necessary documentation.
- Meet with your Disability Specialist to discuss your needs.
- Submit accommodation requests through STARS **each semester**.
- Speak to your **instructors** and **Melissa Kress** about your accommodations and maintain necessary communication with instructors and the Office of Accessibility to coordinate services throughout the semester.
    - 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.
- 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.
    - This may include accommodations in student organizations, Student Recreation & Wellness Services, and student hearing proceedings (which may include Student Conduct and Community Standards, Title IV, or other university related programs).
- 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.
- 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.
- Notify your Disability Specialist if additional accommodations should be considered.
- Contact your Disability Specialist and/or professors if you have any questions/concerns.

Faculty Responsibilities

- Understand accommodations approved by the Office of Accessibility. It is reasonable for the faculty member to consult with the Office of Accessibility when clarification is needed about how to implement accommodations in their course.
- Collaborate with the student and/or the Office of Accessibility to coordinate accommodations.
- Contact the Office of Accessibility if there are questions/concerns regarding accommodations.
- Know the essential elements of a course or program and request consultation from the Office of Accessibility if an accommodation is deemed to be unreasonable due to the requirements of an assignment, course, or program.

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 SmartPens. Students may be asked to complete an Audio Recorder Agreement form when checking out an audio recorder. 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-in meetings 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 reserves the right to determine the frequency of meetings and will also determine if the student's needs might be better met by working directly with the students care provider(s). The Office of Accessibility team are not treatment professionals and are unable to step out of the scope of their role, when the needs of the student might be better served through a treatment care provider.

Students should also anticipate understanding and adhering to the Student Code of Conduct. Students may be referred to Student Conduct if their behavior disrupts the academic environment.

Supports for Temporary Medical Conditions

Temporary medical conditions, including injured limbs, surgeries, pregnancy, and short-term illnesses, may require temporary, short-term accommodations. While the University is not obligated to provide accommodations for students with temporary medical conditions, the Office of Accessibility attempts to accommodate students that may need temporary support accessing the physical campus and the educational curriculum. Please contact us if you have questions about a temporary medical condition.

Additional Services at The University of Akron

Counseling & Testing Center

The OA frequently collaborates with the Counseling & Testing Center to provide wrap-around supports for students. The Counseling & Testing Center offers comprehensive psychological services to currently enrolled students. A culturally diverse staff of licensed psychologists and doctoral trainees provide psychological counseling for psychotherapy, career counseling, testing services, outreach and consultation to the University community.

The Counseling & Testing Center provides Learning Disorder/ADHD Assessments for students at a low cost. The Counseling & Testing Center is located in Simmons Hall 306. Please speak to your Disability Specialist or call the Counseling Center at (330) 972-7082 to make an appointment if interested.

Equal Employment Opportunity/Affirmative Action

The University of Akron provides all students the opportunity to compete, advance and succeed at the University, and in its programs and activities, on a level playing field, without regard to race, skin color, gender or gender identity, religion, national origin, disability or age. Students are advised to contact Equal Employment Opportunity/Affirmative Action when they believe they have been treated differently because of their affiliations in one of the protected groups.

For more information, please contact Tami Hannon, Director EEO/AA, (330) 972-7300 or EEOCompliance@uakron.edu, or through the online form at https://www.uakron.edu/hr/eeoaa/eeo-complaint.

Residence Life and Housing Accommodations

Residence Life and Housing is committed to providing accessible on-campus living arrangements for students with disabilities. Documentation for accommodation requests related to residence life should be submitted directly to the Office of Accessibility, preferably when the Housing Contract is submitted to University Residence Life and Housing. Students should be aware they must complete the Office of Accessibility request process and the housing contract before being considered for accommodation(s). The Office of Accessibility will determine specific accommodations after consultation with Residence Life and Housing. Once the Office of Accessibility determines if accommodation(s) are warranted in the residential setting, the office will email Residence Life and Housing, and the student, to notify of an approved accommodation(s). Residence Life and Housing will make the final decision on room and hall placement and based on room availability. Students are encouraged to start this process early in their enrollment to the University of Akron. Students seeking exemptions to the Freshman Residential requirement must submit documentation to the Office of Accessibility for review. Please contact the Office of Accessibility & Residence Life and Housing for more information about this process.

Opportunities for Ohioans with Disabilities (OOD) College2Careers (C2C) Program

A full-time dedicated OOD vocational rehabilitation counselor is immersed at The University of Akron to assist students with disabilities. The counselor is able to provide career counseling and purchase additional services and supports that assist students with disabilities to stay in school, successfully complete their degree, and obtain employment postgraduation. Services may include the following:

- Career exploration and counseling
- Assistive technology
- Resume and interview preparation
- Placement in paid internships

- Placement services for permanent employment after graduation
- Supports and accommodations necessary for internships and permanent employment
- Tools and licenses for employment

For more information, please contact Mara Byers via email at mara.byers@ood.ohio.gov, by calling (330) 972-2163, or through the online information request form at https://www.uakron.edu/career/c2c/.

Dispute Resolution Procedures

Dispute Resolution Procedures for Eligibility of Services

If a student wants to appeal a decision regarding eligibility of services based on the Disability Specialist's review of the documentation, the following procedure has been established:

1. Request an appointment to meet with the Disability Specialist who reviewed the documentation and made the original determination. If the concern cannot be resolved during this appointment, initiate Step 2.

2. Request an appointment to meet with the immediate supervisor of the Disability Specialist who reviewed the documentation originally. If after this meeting, the situation is not rectified to the student's satisfaction, initiate Step 3.

3. Request an appointment with the Vice President of Student Affairs or her/his designee. The Vice President of Student Affairs (or designee) may consult other relevant professionals as needed to make the decision. After this meeting, if the situation is not rectified to the student's satisfaction, initiate Step 4.

4. Request an appointment to meet with the Executive Vice President and Provost. The decision of the Executive Vice President and Provost is final.

Dispute Resolution Procedures for Determination of Reasonable Accommodations

If a student wants to appeal a decision regarding the determination of reasonable accommodations for his/her documented disability, the following procedure has been established:

1. Request an appointment to meet with the Disability Specialist who reviewed the documentation and made the original determination. If the concern cannot be resolved during this appointment, initiate Step 2.

2. Request an appointment to meet with the immediate supervisor of the Disability Specialist. If, after this meeting, the situation is not rectified to the student's satisfaction, initiate Step 3.

3. Request a review by the Accommodations Review Committee of the accommodations determined by the Disability Specialist and the accommodations requested by the student. The Committee consists of the following people:
    - Disability Specialist who recommended the original accommodation(s)
    - Director of Office of Accessibility
    - Vice President of Student Affairs or his/her designee
    - Academic Department/School representative and/or appropriate faculty member(s)
    - Associate Dean of the appropriate academic unit (college) or designee

    If after this meeting, the situation is not rectified to the student's satisfaction, initiate Step 4.

4. Request an appointment to meet with the Executive Vice President and Provost. The decision of the Executive Vice President and Provost is final.