

FACULTY AND STAFF HANDBOOK

Contact Information Student Access Office Staff

Emma H. Swain, Ph.D.
SAO Director
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Emma Swain is the Director of the Student Access Office. She is the first point of contact for students who wish to receive consideration for reasonable accommodations. Request for consideration forms and documentation should be sent to her attention. Each student's request is considered on a case-by-case basis. Questions regarding documentation guidelines, types of accommodations available at Duke and other information about SAO should be directed to Dr. Swain.

Jim Baker
Disability Specialist
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Jim Baker is the Disability Specialist in the Disability Management System—Student Access Office. He is the contact person who meets with each student every semester to review his or her approved accommodations and works with the student to develop a plan of access for the semester. He arranges accommodations in the classroom, with housing and transportation, as well as arranging auxiliary aids such as note taking, interpreters and books in alternative format. He is available as a resource and/or counselor to students while they are attending Duke University.

Jennifer Holt
Disability Support Assistant
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Jennifer Holt is the Disability Support Assistant. She has the general responsibility of supporting the delivery of accommodations to students who are registered with the Disability Management System—Student Access Office, particularly in the areas of coordinating the note-taker program, coordinating classroom accommodations and providing course materials in alternative format.