

FACULTY AND STAFF HANDBOOK

Accommodations for Eligible Students

The Disability Management System—Student Access Office has been charged by Duke University with the responsibility of determining if a student is disabled for purposes of the ADA and the Rehabilitation Act and if a student is eligible to receive accommodations. **Request made for classroom accommodations must be authorized through the Student Access Office in accordance with our “Procedures for Requesting to be Considered for Reasonable Accommodations”.** If you have questions regarding accommodations, please contact Dr. Emma Swain, Director, or Jim Baker, Disability Specialist, at the Student Access Office (919) 668-1267.

Accommodations are determined on individualized basis according to the nature of the disability and the academic environment. Academic accommodations include, but are not limited to the following:

Testing Accommodations

- Extended Time (generally time and one half)
- Minimal distraction area for in-class tests and examinations
- Scribe
- Reader
- Large print materials
- Braille
- Computer

Classroom Accommodations

- Accessible building/room
- Note-takers
- Tape Recorder
- Priority Seating
- Interpreters
- CART (Computer Aided Realtime Translation)
- CCTV (Close circuit TV)

Classroom Support

- Books and materials in an alternative format*
- Alternative format: Some students need print material in an alternative format. When a faculty member is contacted by a student and/or the Disability Management System-- Student Access Office requesting information regarding required textbooks, reading materials and other reading expectations for an up-coming course, it is important that the information be provided immediately. It is also important that faculty submit textbook orders to the Duke bookstore on or before the bookstore deadline. In addition, a syllabus for the course may also be requested to facilitate obtaining and converting materials into an alternative format. It takes a considerable amount of time to obtain and convert materials into an alternative format.

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Transportation

- Van transportation on campus

Housing

- Approval for housing accommodations that provide access to facilities.