Dear New Faculty Member,

Welcome to Wright State University! The Office of Disability Services has a long history of providing services to students with disabilities; founded in 1971, our office is nearly as old as the university itself! Our mission is to support students with disabilities to ensure that they have equal access and opportunities to participate in all aspects of university life.

Currently, over 750 Wright State students with disabilities utilize the unique programs and services offered by ODS. One of our primary roles on campus is to collaborate with faculty to facilitate accommodations for these students. While students in your classes may be approved for a variety of accommodations, three areas of service directly impact the classroom, so we would like to briefly introduce these services:

**Test Proctoring Center**

This ODS unit assists faculty members with proctoring tests for students who qualify for testing accommodations (such as extended test time or a reduced-distraction testing environment). If a student in your class requests this service, you will be notified by email and sent instructions on how to proceed. Testing accommodated by ODS takes place in monitored exam rooms coordinated by our office and provides students with an alternative testing space that maintains academic integrity. Faculty members also have the option to proctor tests themselves, if all approved accommodations are provided. If you have questions about test proctoring, please contact Sheri Penwell, our Test Proctoring Coordinator, by phone at x5684 or email at sheri.penwell@wright.edu.

An extension of this service, if needed, is the conversion of course and testing materials into an appropriate format for students with print disabilities by our Technology Center. If you have any students who may need course and testing materials converted, please contact Donna Harris, Technology Center Coordinator, can be reached at x5804 or at donna.harris@wright.edu.

**In Class Reader-Writer Services**

This is a service provided to students with a disability that impacts their ability to:

- read printed materials used in class, and/or
- write/type assignments that require completion during the class lab

A paid student employee will attend the class with the student to assist him/her with the completion of in-class assignments. Any questions or concerns related to reader-writers can be directed to Sarah Mault at x5682 or at sarah.mault@wright.edu.
Copied Notes Program

This program is a peer-to-peer accommodation designed to assist with note-taking in the classroom. The student requesting the service is assigned a peer-note taker, who provides copies of their personal notes. The student requesting a note taker is responsible for requesting the service in our online accommodations management portal, AIM. Once requests have been received, our note taker coordinator invites classmates in good standing to volunteer to share electronic copies of their personal notes with the student(s) with a disability in your class.

The note-taker can be compensated, if they choose to upload their notes to AIM and to complete student employee paperwork and biweekly timesheets. Students are also welcome to make arrangements with classmates to exchange notes. However, if the student and note taker choose not to follow ODS guidelines for note taking, they will not be compensated, nor will the quality of their work be checked by ODS. Any questions regarding note-takers can be directed to Sarah Mault at x5682 or at sarah.mault@wright.edu.

Each student registered with ODS should be in contact with you at the beginning of the semester, either via email or Pilot, after class, or during your office hours, if they plan to utilize any of these services. If you have any questions about a student's eligibility or requests for accommodation in your class, please feel free to contact ODS.

Sincerely,

The Office of Disability Services