Information for Faculty and Staff

The Disability Services office at Montana Tech is a result of Title II of the Americans with Disabilities Act (ADA), which requires that all public entities receiving federal funding make their programs and activities accessible to people with disabilities.

Accommodations should not comprise the integrity of a course or program. They are available to students with disabilities to "level the playing field" - not to give an unfair advantage or fundamentally alter essential parts of a course or program. If a faculty member believes an accommodation will fundamentally alter a course, please let us know.

Course Accessibility

Here are some easy steps faculty can take to improve their courses and make them accessible to all students:

- [Accessible Materials Checklist](#)
- [Alternative Assessment Methods](#)
- [Classroom Seating Arrangements](#)
- [Easy Electronic Accessibility](#)
- [Instructional Materials Checklist](#)
- Releasing your syllabi at least a week early with set dates for assignments and exams, clear office hours, and helpful campus resources like disability services, tutoring, and career services

Sample Syllabus Statement

Montana Tech provides reasonable accommodations to students with diagnosed disabilities. Contact Disability Services at 406-496-4428 or sgoodell@mtech.edu to discuss accommodations and obtain an

Accommodation Letter. Once you receive your letter, please meet with me to discuss your access needs.

Service Animals in the Classroom or Lab

By law, trained and in-training service animals are allowed anywhere on campus, including academic buildings, labs, workstations, grounds, and residence halls. You may not ask for documentation from the student to verify her or his need for a service animal. You may, however, ask if the dog is a service animal required because of a disability, and what task has the dog been trained to perform.

It is illegal for anyone to pretend an untrained animal is a service animal. Service animals (dogs or miniature horses) must be trained. If a service animal is disruptive or destructive, you may ask the student to remove the animal until it learns to behave. Students are expected to make good judgement calls on whether or not a lab or workstation is dangerous to their service animal.

Your Rights

- You have the right to maintain the fundamental nature of your course or program.
- You have the right to request verification of a student's eligibility for academic accommodations.
- You have the right to require students demonstrate their knowledge of crucial course content and meet course and classroom expectations.
- You have the right to [dispute an accommodation](#) if the accommodation seems unreasonable.

Your Responsibilities

- You are responsible for sharing information on how students can get accommodations. An accommodation statement should be included on every syllabus.

- You are responsible for working with students with disabilities to make reasonable accommodations in a timely manner.
- You are responsible for maintaining confidentiality.

Accessibility Resources

Canvas
- [Canvas Accessibility Course](#) (University of Washington)
- [Creating Accessible Courses in Canvas](#) (Kent State University)

Suggested Readings
- [7 Principles for Universal Design for Learning (UDL)](#)
- [AccessCollege: The Faculty Room](#)
- [Accommodating Diners with Disabilities](#)
- [ADA Requirements for Ticketed Events](#)
- [Creating Accessible Documents](#)
- [Getting Started with Accessibility](#)
- [Inclusive Teaching and Learning](#)
- [Journal of Postsecondary Education and Disability](#)
- [Mentoring and Teaching Female Students with Disabilities](#)
- [Planning Accessible Events](#)
- [Software and Technology for Inclusive Teaching](#)
- [Ten Things Faculty Should Know](#)
- [The History of Disability Services in Higher Education](#)
- [Writing Accessible Code](#)

Trainings & Webinars
- [AccessibilityOnline](#)
- [Accessibility Resources](#)
- [Center for Academic Innovation](#)
- [Digital Access in Education](#)
- [Online Learning Consortium](#)
- [Rocky Mountain ADA Center](#)

Web Tools & Extensions
- [Axe DevTools](#)
- [IBM Equal Access Checker](#)
- [DigitalA11y Tools](#)
- [SiteImprove](#)
- [TactiQ](#)
- [Web Accessibility Evaluation Too](#)