**IN THE EVENT OF AN EXTENDED CLOSURE OF WCU:**

**STUDENTS AND/OR FACULTY:**

Thank you for contacting the Office of Services for Students with Disabilities.

While West Chester University has closed its physical spaces due to an abundance of caution, the Office of Services for Students with Disabilities will continue to provide support and accommodations virtually for student success. As a result, the OSSD has temporarily altered its standard operating procedures. We are available to connect online with students and faculty during traditional business hours using Zoom, email, or phone.

Students and faculty are welcome to contact us via email at [OSSD@wcupa.edu](mailto:OSSD@wcupa.edu) for general questions.

If you would like to be connect with a specific person, you are welcome to contact either of the following:

April Jackson, MSRC Director [ajackson3@wcupa.edu](mailto:ajackson3@wcupa.edu)

Sharon Watson, MS Assistant Director [swatson@wcupa.edu](mailto:swatson@wcupa.edu)

The Office of Services for Students with Disabilities remains committed to equal access and inclusion of students with disabilities during this time. Thank you for your patience and partnership!

**FACULTY AND/OR STAFF:**

Dear Colleagues,

As you are aware, WCU has transitioned to online instruction and virtual support services for students, faculty, and staff. As a result, the Office of Services for Students with Disabilities has made some changes in how we support faculty during this time.

As general guidance, the OSSD can be reached online via email at [OSSD@wcupa.edu](mailto:OSSD@wcupa.edu), schedule meetings and consults using Zoom or phone. If you would like to speak to someone directly, you are welcome to contact the following:

April Jackson, MSRC Director ajackson3@wcupa.edu

Sharon Watson, MS Assistant Director swatson@wcupa.edu

Our office would like to share some helpful guidance to continue providing accessible online learning and instruction:

* Accessible, online exams are to be administered through the D2L system.
* Exams and quizzes with accommodated, or extended time, should continue to be provided to students with disabilities. Instructions on how to complete this can be found at: <https://www.wcupa.edu/universityCollege/ossd/documents/Extended-Time-D2L.pdf>
* Accommodations listed on the official Letter of Accommodation (LOA) from the OSSD should continue to be coordinated and provided to students with disabilities.
* For students participating in field experiences, practicum, and/or site-based internships, the student with a disability should be encouraged to maintain communication with their departmental clinical supervisors, site supervisors, and the OSSD appropriately, regarding site closures and hours in response to the coronavirus.
* Accommodations for peer note-takers, copies of PowerPoints and/or notes should continue via posting online in D2L and/or providing to students.
* The OSSD Proctoring Center will be physically closed for services; however, please note the following:

**In the event of a University-wide closing, the following changes will take effect for the duration of the closing:**

**Proctoring Scheduling Protocol**

1. A **student** will initiate the scheduling process by submitting a request online at <http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx> *as soon as possible*. The student must specifically request any assistive services and/or technology needed to complete the exam. The student's request will be forwarded to his/her professor.

2. **Faculty** will login in using their WCU email and complete the online form at <http://wcupa.edu/USSSS/OSSD/ProctoringForm/FacultyLogin.aspx>

* **Part 1:** Instructor and Student Information

Only students that have submitted an online student request form can be in this section. If you cannot locate the student name, please advise the student to submit an online request

* **Part 2:** Exam Information

Select Course and Section, Proctoring Requirements, Allowable Materials (add additional instructions if needed)

\*\* This request will serve as a reminder for instructors to extend time in D2L for the student \*\*

**Faculty: To Extend Test Time in D2L:**

<https://www.wcupa.edu/infoServices/d2lServices/d2lFacultyStaffHelp/specialAccessQuiz.aspx>

**Students**

* Only students registered with the OSSD may use the Proctoring Center
* A student will initiate the scheduling process by submitting an [OSSD Exam Proctoring Center Request](https://www.wcupa.edu/universityCollege/ossd/ProctoringForm/StudentRequestLogin.aspx) *at least one week in advance*
* The student must specifically request any assistive services and/or technology needed to complete the exam.
* The student’s request will be forwarded to his/her professor
* The professor will complete the [OSSD Exam Proctoring Form](https://www.wcupa.edu/universityCollege/ossd/ProctoringForm/FacultyLogin.aspx)
* If the student fails to complete and submit the proctoring form in advance the instructor will not be able to extend test time in D2L

**Academic Coaching and Tutoring**

* Coaches and tutors will inform students on their caseload that during the time that the University may be closed, they will still have their weekly meetings
* Students will be invited to meet via Skype, Zoom, or phone to conduct their sessions
* Academic coaches and tutors will continue to work their scheduled hours

**OSSD Outlook Mail**

Assistant Director Sharon Watson will check and respond to any parents, students, or faculty who have email the OSSD

**Assistive Technology**

OSSD Students are invited to contact the OSSD Assistive Technology Specialist, Bryan Jones ([BJ040570@wcupa.edu](mailto:BJ040570@wcupa.edu)), for questions regarding Kurzweil and/or alternate format text requests