

## **University ADA Statement for Course Syllabi (2025-2026)**

Any student who believes they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at (740) 351-3163, or [mboldman@shawnee.edu](mailto:mboldman@shawnee.edu) (Student Success Center, Massie Hall) and schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized.

The [Office of Accessibility Services](#) will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so.

Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

**Michelle Boldman, MS**

Accessibility Services Coordinator

(740) 351-3163

[mboldman@shawnee.edu](mailto:mboldman@shawnee.edu)