

## More Questions to Ask When Considering Accessibility

### Events

- Is your event in a location on the first floor or on a floor that has elevator or lift access?
- Is there an accessible route to the location?
- Is there an accessible path onto the stage?
- Does the venue offer Assistive Listening Systems?
- Are there seating options for wheelchair users and companion seating in varied locations in the venue?
- Have you given presenters/performers the opportunity to request accommodations?
- Have you asked presenters/performers to include captioning with any applicable media, audio description with applicable media, to be very descriptive with any visuals used, and to provide accessible versions of materials that will be distributed?
- Have you included a contact for people to request accommodations on your advertisements and/or the registration?
- If serving food, have you advertised the opportunity for people to contact someone about dietary restrictions?
- Are your advertisement materials accessible and distributed electronically?
- Have you created a reasonable amount of programs or other hard-copy materials in Braille and enlarged print?
- Do you have an electronic version of hard copies readily available if requested?
- Have you anticipated the time and/or funding associated with accessibility features like sign language interpreting or captioning a livestream?
- Have you considered emergency preparedness needs for people who may have a mobility impairment or concern?
- If food or drink are available, are the items set up within arm's reach for a person in a seated position?
- If providing transportation, is an accessible mode available?
- Are lecterns, microphones, and other presentation equipment potentially being used by presenters/performers or audience members adjustable/accessible?
- **Resource:** [mtsu.edu/ada/syllabus.php](https://mtsu.edu/ada/syllabus.php)

For more information,  
please contact:

**Lance Alexis, Ed.D.**

Director of ADA Compliance  
Office of Institutional Equity and Compliance  
Cope Administration Building, Room 116  
615-898-2185

[iec@mtsu.edu](mailto:iec@mtsu.edu)

[mtsu.edu/ada](https://mtsu.edu/ada)

[mtsu.edu/iec](https://mtsu.edu/iec)



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0519-7727 / Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; [Marian.Wilson@mtsu.edu](mailto:Marian.Wilson@mtsu.edu); or 615-898-2185. The MTSU policy on non-discrimination can be found at [mtsu.edu/iec](https://mtsu.edu/iec).

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## ADA and Accessibility at MTSU



615-898-2185 | [mtsu.edu/ada](https://mtsu.edu/ada)



## Americans with Disabilities Act

Middle Tennessee State University (MTSU) is committed to providing equal educational and employment opportunities and access for qualified individuals with disabilities, including students, employees, job applicants, and users of MTSU's programs and services with standards set by the Americans with Disabilities Act.

## Who is an individual with a disability?

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

A substantial impairment is one that significantly limits or restricts a major life activity, such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning, or working.

## Are you protected by the ADA?

A qualified student, employee, or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

First, you must satisfy the requirements of the job or course, such as education, employment experience, skills, or licenses. Second, you must be able to perform the essential functions with or without reasonable accommodation. Essential functions are the fundamental requirements that you must be able to perform on your own or with a reasonable accommodation.

## What is the Reasonable Accommodation Process?

It is the responsibility of the applicant, employee, or student with a disability to inform MTSU in order to participate in applicable processes and receive all associated benefits and privileges. All requests for accommodations are evaluated on an individual basis to determine the appropriateness of the request.

## How do I make a disclosure?

If you have a disability and would like to make a disclosure, the contact point is dependent on your relationship with the University.

## Interpretation Services for Faculty, Staff, and Visitors

The Office of Institutional Equity and Compliance partners with Bridges For The Deaf and Hard of Hearing to provide video remote interpreting to all faculty, staff, and visitors at MTSU. If you are in need of interpretation services, please contact the Office of Institutional Equity and Compliance.



## Faculty and Staff

Office of Institutional Equity and Compliance  
Cope Administration Building 116

615-898-2185

[iec@mtsu.edu](mailto:iec@mtsu.edu)

[mtsu.edu/iec](http://mtsu.edu/iec)

Disclosure Form:

[york.accessiblelearning.com/  
MTSUEMP/Application.aspx](http://york.accessiblelearning.com/MTSUEMP/Application.aspx)

## Students

Disability and Access Center  
Keathley University Center 107  
615-898-2783

[dacemail@mtsu.edu](mailto:dacemail@mtsu.edu)

[mtsu.edu/dac](http://mtsu.edu/dac)

Disclosure Form:

[york.accessiblelearning.com/MTSU/  
ApplicationStudent.aspx](http://york.accessiblelearning.com/MTSU/ApplicationStudent.aspx)

## Access for ALL

Middle Tennessee State University is committed to providing all offerings in the most accessible way possible by not only maintaining compliance with standards set by the Americans with Disabilities Act, but also by assuring that programs, courses, services, activities, physical structures, etc., are accessible.

Encouraging a change in mindset and approach may be the most important part of accessibility. When creating a class, planning an event, building a departmental website, etc., think of accessibility during the planning phase. An accommodation mentality is to wait for an individual request and then react. While individual accommodations will always be valued, do not pass up opportunities to be forward-thinking. We would not build and open a building that has stairs at every entrance without a ramp with the plan to install one if a request is made. However, that is the approach we have often taken with electronic offerings. Include captions, audio descriptions, transcripts, etc., proactively not reactively. Let us avoid making people wait for access.

## Questions to Ask When Considering Accessibility

*(Situations and needs vary; this list is not exhaustive)*

### Course Location and Content

- Is your course in an accessible location?
- Are your course documents available electronically in an accessible format?
- Is the multimedia used accessible? *(for example, captions and audio description for videos and a transcript for podcasts)*
- Are the required educational tools accessible?
- **Resource:** [mtsu.edu/ait/accessibility](http://mtsu.edu/ait/accessibility)

### Purchasing

- Is your product compatible with screen readers and screen magnification programs like JAWS and ZoomText?
- Does the hardware have a headphone jack for audio instructions?
- Has the vendor done formal internal or third-party accessibility testing on the product and what were the results?
- **Resource:** [mtsu.edu/ada/accessiblepurchase.php](http://mtsu.edu/ada/accessiblepurchase.php)