

Disability Services Policies and Procedures

These are OSU-Oklahoma City's Policies and Procedures in regard to Academic Accommodations for Students with Disabilities:

Purpose

- 1.01 It is the policy of OSU-Oklahoma City to offer educational opportunities and experiences to all students enrolled at the University on the basis of individual merit without interference from illegal, arbitrary, or capricious acts or omissions. OSU-Oklahoma City will not tolerate discrimination against any student because of gender, race, age, status as a veteran, national origin, religion, or disability. OSU-Oklahoma City embraces and commits itself and its faculty and staff employees to follow provisions of state and federal law prohibiting discrimination against persons with disabilities, including, but not limited to, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. Student complaints that they have been discriminated against based on their disability should be directed to the OSU-Oklahoma City Disability Services Coordinator.
- 1.02 In order to assist students of OSU-Oklahoma City regarding needed academic accommodations, OSU-Oklahoma City has empowered its Disability Services Coordinator with the authority to review, coordinate, and facilitate student accommodation requests based on disability. The Disability Services Coordinator also works with faculty and staff to ensure that appropriate steps are taken to provide equal access to otherwise qualified students with disabilities.
- 1.03 This policy statement is intended to formalize procedures already established for the provision of academic accommodations for students with disabilities and to outline mechanisms for resolving complaints concerning the provision of such academic accommodations. This policy statement is intended to supersede and control over any other policy of the University concerning whether the University is appropriately providing classroom or curricular accommodations to a student with a disability as applicable.
- 1.04 OSU-Oklahoma City shall make such modifications to its academic requirements as are necessary to ensure that requirements relating to its academic programs do not discriminate or have the effect of discriminating on the basis of disability against a student. Modifications, in appropriately documented instances, may include changes in the length of time permitted for the completion of degree requirements, substitutions of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Determinations regarding the appropriateness of accommodations for students with disabilities inherently must be made on an individualized, case-by-case basis.

- 1.05 OSU-Oklahoma City will not impose upon students with disabilities other rules, such as the prohibition of service animals in campus buildings, that have the effect of limiting the participation of students with disabilities in an educational program or activity.
- 1.06 In course examinations or other procedures for evaluating students' academic achievement in its programs, OSU-Oklahoma City may provide such methods for evaluating the achievement of students with disabilities that impair sensory, manual, or speaking skills as will best ensure that results of evaluations represent the student's achievement, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).
- 1.07 OSU-Oklahoma City will take steps as are necessary to ensure that no student with a disability with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to, discrimination under the education programs or activities operated by the University because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. Auxiliary aids may include alternative format materials, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers for students with visual impairments, or other similar services.
- 1.08 Academic requirements that are essential to the program or course of instruction being pursued by a student with a disability or to any directly related licensing requirement will not be regarded as discriminatory.

Definitions

- 2.01 A "student with a disability" is any student who:
- has a physical or mental impairment which substantially limits one or more of such a person's major life activities,
 - has a record of such impairment, or
 - is regarded as having such impairment.
- 2.02 A "physical or mental impairment" includes, but is not limited to:
- any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or

- any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

2.03 The term "substantially limits" means:

- Unable to perform a major life activity that the average person in the general population can perform; or
- Significantly restricted as to the condition, manner or duration under which an individual can perform a major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

2.04 With regard to specific learning disorders/disabilities, OSU-Oklahoma City embraces the general guidelines suggested by the Oklahoma State Regents for Higher Education in 1991, which acknowledge that while multiple approaches are used in this area, specific criteria for diagnosis of a learning disability include: average to above average intellectual ability; severe processing deficits; severe aptitude achievement discrepancies, despite adequate learning opportunities; and a condition of presumed neurological origin.

2.05 A "classroom accommodation" is one where an alteration in the manner in which a specific class is conducted is requested by a student. Such alterations may include, but are not necessarily limited to, alterations in testing time limits, providing textual materials in alternative formats, facilitating assistance with note-taking, and permission to use a tape recorder in a course where it was otherwise prohibited by the instructor.

2.06 A "curricular accommodation" is an alteration in degree program requirements. Such alterations may involve, but are not necessarily limited to, substitutions or waivers of classes normally required to successfully complete a degree program offered by the University, or alterations of time limits required for completion of degree programs.

Determination of Eligibility for Accommodations

3.01 Any student desiring to receive classroom or curricular accommodations, as a mandatory prerequisite to receiving any such accommodations, must register with the Disability Services Coordinator, provide competent medical documentation as requested evidencing the existence of a specific disability, and cooperate with the Disability Services Coordinator in determining the type(s) of accommodations that may be warranted in the case. It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Disability Services Coordinator, but also to renew any additional requests for accommodations each new academic semester. Students are expected to assume any costs related to providing documentation of their disability for the purpose of receiving reasonable accommodations. Courtesy accommodations without disability documentation may be considered if requested and provided for no more than one (1) semester under the following conditions:

(1) the student reports they have existing disability documentation but that it is not on their person (i.e., it is at home, at another college's disability services office, etc.); and

(2) the need for accommodation approval is urgent and time-sensitive (i.e., the student has an exam on the same day and needs immediate approval for extra testing time).

3.02 Competent medical documentation is required for two purposes:

(1) to document the existence, nature, and extent of the physical or mental disability; and
(2) to identify reasonable accommodations.

Because the provision of all reasonable accommodations and services is based on assessments of the current impact of the student's disabilities on his/her academic performance in a specific academic program, it is in the student's best interest to provide recent and appropriate documentation. In most cases, this means that the medical or psychological evaluation and report will have been conducted within the past three to four years. Learning assessments must be based upon adult-level learning. Assessments made at a pre-college level (such as an evaluation from a school psychologist at a high school) will qualify as acceptable documentation only if they reflect adult capabilities and the academic demands of higher education. Competent medical documentation, in order to be acceptable, must be rendered by a practitioner with credentials appropriate to the area in question and should not be rendered by someone who has a personal relationship with the student. For example, for diagnosis of specific learning disorders or attention deficit/hyperactivity disorders, the documentation should come from a licensed psychologist, psychiatrist, or other qualified professional.

If a diagnostic report is incomplete or inadequate to determine the present extent of the disability or appropriate accommodations, the University may require supplemental assessment or documentation at the student's expense.

The Disability Services Coordinator may require a student to provide additional competent medical documentation evidencing the need for any continued accommodations at any time that it appears that the student's physical or mental disability has substantially changed in character or if a student who has been granted special academic accommodations requests additional accommodations.

3.03 Verification of the existence of a disability will be retained by the Disability Services Coordinator and will be shared with other University personnel only as necessary and in conformity with applicable state and federal laws.

3.04 The Disability Services Coordinator will assist students with disabilities who are seeking classroom or curricular accommodations, and will make recommendations to appropriate University personnel regarding accommodations, if any, that are believed to be needed by students. If recommended accommodations are not agreed upon between a student, the Disability Services Coordinator, faculty, or academic administrators, a request for further review may be filed by the student or the affected faculty member/academic administrator. Classroom accommodations as recommended by the Disability Services Coordinator will be implemented during such time as the matter is under review. Curricular accommodations will not be implemented while the review process is underway.

- 3.05 A student who believes that appropriate academic accommodations are not being provided by the University may seek further review through informal or formal means. Such a student may either file for formal review of such determination by following the processes set forth below in this policy statement or, prior to doing so, may seek informal resolution of the dispute by discussing the matter with the Disability Services Coordinator.

Accessibility and Reasonable Accommodations

4.01 Extended testing time on course exams

- Students may receive extended time on timed course examinations, which are generally defined as tests taken with a finite time limit for completion, such as one hour. The amount of time given is generally time-and-a-half (the same amount of testing time that other non-disabled students receive plus one half) or double-time (twice the amount of time that other non-disabled students receive), depending on the student's functional limitations.
- The student may either take their exam with extended time in the regular classroom setting or in the OSU-Oklahoma City Testing Center, depending on the preference of the instructor and/or student.
- The student and the instructor should discuss testing arrangements in advance once the student has presented the instructor with a Notification of Student Disability Accommodations, which is an official notice of accommodations prepared by the Disability Services Coordinator and presented to the instructor by the student.
- If taking a test in the Testing Center, it is the student's responsibility to work with the instructor and Testing Center as needed to complete the exam within the Testing Center's normal business hours and within the instructor's deadline for completion of the exam.

4.02 Accommodations on third-party exams proctored by OSU-Oklahoma City faculty or staff (example: ATI TEAS, Residual ACT, CLEP, etc.)

- OSU-Oklahoma City will be glad to provide reasonable disability accommodations on third-party exams that its faculty or staff proctors if the author or owner of the exam authorizes the University's Disability Services Coordinator to evaluate and approve the student's accommodation request.
- Students with disabilities requesting accommodations on third-party exams will initiate their accommodation request by speaking with the proctor of their exam (such as the OSU-Oklahoma City Testing Center or faculty member). The proctor for the exam will then research the exam owner's policies and procedures for accommodating students with disabilities and refer the student to the OSU-Oklahoma City Disability Services Coordinator as needed.
- If the author or owner of the exam authorizes the University's Disability Services Coordinator to evaluate and approve the student's accommodation request, the OSU-Oklahoma City Disability Services Coordinator will work with the student to obtain any required documentation of the student's disability. Once the OSU-Oklahoma City

Disability Services Coordinator has evaluated and approved the student's accommodation request in accordance with the exam owner's policies and procedures the Disability Services Coordinator will notify the exam proctor of the student's approved disability accommodations. The exam proctor will then implement and fulfill the student's disability accommodation request for their third-party exam.

- The exam proctor and the OSU-Oklahoma City Disability Services Coordinator will always work to fulfill the student's disability accommodation request as quickly as possible, but the required advance notice for accommodations on a third-party exam can vary according to the nature of the exam and the accommodations requested. For students with disabilities requesting extended testing time on the ATI TEAS (Test of Essential Academic Skills), the OSU-Oklahoma City Disability Services Coordinator requires that students make their accommodation request and provide all needed disability documentation no later than three (3) business days in advance of when their exam is scheduled to be taken.

4.03 Use of an audio recorder in class

- Students may be permitted to use audio recorders during general course lectures led by the instructor as a reasonable accommodation in courses which it is otherwise prohibited by the instructor as a general classroom policy.
- Students need to be aware that they may still be prohibited from audio recording certain portions of a course lecture if it may have an adverse effect on the rest of the class, such as during student speech performances when the presence of an audio recorder may heighten students' performance anxiety, or during a class discussion where students may be sharing sensitive and uncomfortable information about themselves that they do not want to be recorded.
- Students receiving this accommodation are prohibited from sharing their audio recordings with others or making them available to the general public, and doing so may result in the loss of this accommodation for the specific class and semester in which the unauthorized sharing occurred.

4.04 Video recordings of class lectures

- Students may request video recordings of class lectures for on-campus classes they are enrolled in by contacting the Disability Services Coordinator, who will then coordinate this accommodation with the OSU-Oklahoma City Information Services Department and course instructor.
- The video recordings will then be uploaded to a secure online site for student viewing.
- As a courtesy the course instructor's approval will be obtained by the Disability Services Coordinator prior to recording. In the rare event that the course instructor does not allow video recording of class lectures by the OSU-Oklahoma City Information Services Department and can demonstrate that doing so would inflict harm on either themselves or other students in the class, the Disability Services Coordinator will liaison with the student with the disability and the course instructor to determine an equally effective alternate accommodation that is mutually agreed upon by the student with the disability and the course instructor. Academic Department Heads may also be consulted during this process if needed.

- Students need to be aware that certain portions of a course lecture may be prohibited from video recording if it may have an adverse effect on the rest of the class, such as during student speech performances when the presence of a video recorder may heighten students' performance anxiety, or during a class discussion where students may be sharing sensitive and uncomfortable information about themselves that they do not want to be recorded.

4.05 Note-taking assistance

- Students may receive assistance with taking notes in classroom-based courses from a volunteer student note-taker enrolled in the same class.
- Students receiving this accommodation are empowered to exercise good communication and self-advocacy skills in recruiting their own volunteer student note-taker, but the Disability Services Coordinator will help recruit a volunteer note-taker if needed.
- The Disability Services Coordinator provides the student with a disability with carbonless copy paper, which should be given to the volunteer student note-taker for convenience in note-taking.
- Volunteer note-takers are eligible to receive official letters of commendation from the OSU-Oklahoma City Disability Services Office if they have consistently provided quality note-taking services for the entire semester (or for as long as the student with the disability is enrolled in the course).
- Volunteer note-takers are also eligible to receive service learning credit for their assistance if they provide quality services for the entire semester and follow all service learning policies and procedures.
- Note-taking assistance is not a substitute for regular class attendance and participation.
- Students are challenged to take their own notes as well and to use their note-taker's notes as supplementary information.

4.06 Attendance Policy

In most cases, class attendance is critical to a student's mastery of the knowledge and/or skills that are taught in a specific course. Students are expected to follow the attendance policy established by the instructor in each class. OSU-Oklahoma City recognizes, however, that there may be times when an otherwise qualified student with a disability cannot attend class because of disability-related reasons.

If such a student believes it may not be possible to abide by the regular attendance policy because of medical issues related to a disability, the student should contact the Disability Services Coordinator prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to the attendance policy is made by the Disability

Services Coordinator in consultation with the instructor of the course for which the exception is sought and, if necessary, with the department head or other appropriate administrator.

OSU-Oklahoma City will make every effort to reasonably accommodate a student's disability-related academic needs. Please note, however, that neither OSU-Oklahoma City nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.

The academic department who teaches the course identifies and defines the essential or fundamental academic requirements for its courses, and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on the course syllabus.

The following questions will be considered when determining the extent to which attendance is an essential requirement of a course and whether an exception to the attendance policy may be appropriate:

1. Is there classroom interaction between the instructor and students and among the students themselves?
2. Do student contributions in class constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method of learning?
4. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
5. What does the course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
6. By what method is the final grade calculated?

As with all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:

1. the extent to which the supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports the need for an exception to an attendance policy, and
2. the reasonableness of this accommodation in each requested class as determined by discussions between the Disability Services Coordinator and the course instructor based upon the above criteria. In questionable cases, the academic department head and/or other appropriate academic administrator will be included in these discussions.

Students who are approved for an exception to the attendance policy based on disability are required to provide a Notification of Student Disability Accommodations to each instructor

confirming the accommodation. Accommodations are **not** retroactive. All accommodations, including an exception to the attendance policy, become effective when the student delivers the Notification of Student Disability Accommodations from the Disability Services Coordinator to the instructor.

An exception to the attendance policy does **not** mean that unlimited absences will be permitted. The number of additional absences a student may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on the student's individual disability, the nature of the course and the degree to which class attendance is an essential requirement of the specific course. Exception to the attendance policy does **not** mean exception to any of the other academic requirements of the course. Students are required to fulfill all course requirements and will be held to the same evaluation standards as specified in the course syllabus. Students who are approved for an exception to the attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if the anticipated absence will result in the student missing a quiz, exam, or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for the absence and to discuss make-up work. The instructor may ask the student for written verification of the absence as being disability-related, such as verification from a physician stating the date(s) and time(s) of the medical episode or doctor's appointment. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for completing it. This agreement should be put into writing and signed by both the student and the instructor. The instructor is encouraged to forward a copy of the signed agreement to the Disability Services Coordinator for future reference if needed.

Communication between the student, OSU-OKC Disability Services Office, and faculty is very important. Students are expected to contact both the instructor and OSU-OKC Disability Services Office if an absence is due to disability-related reasons, and to talk with their instructor early in the semester about the expectations of the course.

It is the individual student's responsibility to obtain copies of lecture notes and/or materials from missed classes. Students who are likely to be absent from class should plan ahead of time to get lecture notes from a classmate, and it is recommended that phone numbers be exchanged in advance. The Disability Services Coordinator is not obligated to facilitate note-taking assistance for missed classes.

Students should understand that even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their academic performance simply because of the content and experiential learning they may have been missed by not being in class. For this reason, they should make every attempt to attend class. Students should make special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.

Students should be aware that exception to the attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic

department regarding the feasibility of attendance exceptions in the specific program of their interest.

4.07 Readers and Scribes for exams

Readers and scribes for exams are available to students with disabilities upon request. A reader is defined as someone who reads the content of an exam aloud to the student. A scribe is defined as someone who writes down or indicates the student with the disability's answers to the exam exactly as dictated. Readers and scribes are not able to assist the student with the disability in answering any questions related to the exam or helping to obtain answers to the exam.

When requesting readers and/or scribes for an exam, the student is asked to submit their request as early as possible to the Disability Services Coordinator and no later than seven (7) business days prior to the exam. The student may submit their request through email, phone, or in person. Their request should contain the following information:

- Type of service needed (reader and/or scribe)
- Date(s) reader and/or scribe is needed
- Specific amount of time the student is allowed to complete the exam (including any accommodations for extra time on exams)
- Course title and semester
- Name of exam (for example, Exam #1 or midterm exam)

Once the student makes their request, the Disability Services Coordinator will reply to the student confirming the availability of the reader/scribe, along with confirmation of the testing date, time, and location. The student will then ask their course instructor to place the exam in the OSU-Oklahoma City Testing Center for holding prior to and after the exam. The Disability Services Coordinator will pick up the student's exam from the OSU-Oklahoma City Testing Center and return it to the same location for the course instructor's pickup once the exam has been completed.

4.08 Physical and Assistive Technology accommodations

Physical accommodations such as a special table, chair, or accessible classroom are available as reasonable accommodations. Additionally, assistive technology software is available to students with visual, cognitive, or orthopedic impairments upon request. Students needing these types of accommodations are strongly encouraged to contact the Disability Services Coordinator as far in advance of the semester's start as possible for planning purposes. Requests for physical or assistive technology accommodations will be fulfilled as soon as possible upon receipt of the request. Documentation of disability may be needed to access these accommodations.

- 4.09 Other reasonable accommodations may be available to the student on an individual, case-by-case basis based on the student's functional limitations, competent medical documentation, and essential requirements of the student's selected course and/or degree program.

Auxiliary Aids and Equipment Loan

- 5.01 OSU-Oklahoma City may loan auxiliary aids and equipment to students who have registered with the Disability Services Office on campus and provided competent medical documentation of the need for the equipment to be used in campus academic programs and events. Such auxiliary aids or equipment includes, but is not necessarily limited to: audio recording devices, audio book playback devices, magnifying devices, and hearing amplification devices (excluding individually fitted hearing devices like hearing aids).
- 5.02 Students who wish to borrow auxiliary aids and equipment may do so through the OSU-Oklahoma City Disability Services Office. (Please note that hearing amplification devices are loaned to students through the OSU-Oklahoma City Deaf Student Services Office.) Auxiliary aids and equipment loaned through the Disability Services Office may be borrowed on a semester basis, and items must be returned by the end of the semester they are used in or before if the student does not complete the semester. Students must check out the item(s) they wish to borrow each new semester.
- 5.03 The Disability Services Office will have students sign a Memorandum of Understanding agreement each semester that equipment is borrowed stating that the student understands they are borrowing items that are the property of OSU-Oklahoma City, and that the student agrees to return all items to the Disability Services Office in functioning condition with all equipment parts included.

Beginning with equipment loaned for use during the spring 2013 semester, an enrollment hold may be placed on the student's account and a charge will be placed on the student's account for the cost of replacing the item if the item is not returned by the end of the semester it is used in or if it is in non-working condition when it is returned. Students must return all borrowed equipment to the Disability Services Office no later than seven (7) calendar days from the end of the semester in which the equipment was used to avoid an enrollment hold being placed on their record and being charged for the replacement cost of the item. Payment for the cost of replacing the item will be made to the OSU-Oklahoma City Business Services Office or their designee. The enrollment hold will be removed once the equipment is returned in functioning condition and with all parts included and/or the cost of replacing the item has been paid.

Sign Language Interpreting Services, Captioning, and Communication Access Realtime Translation (CART)

- 6.01 Deaf/hard-of-hearing students will identify themselves to OSU-Oklahoma City's Disability Services Coordinator to request accommodation services in their semester

classes as applicable. The Disability Services Coordinator will then ask the student to provide documentation of their hearing impairment from a relevant professional. Once the documentation is received and evaluated by the Disability Services Coordinator and supports the need for sign language interpreters, captioning, and/or CART as an accommodation, the Disability Services Coordinator will refer the student to the OSU-Oklahoma City Deaf/Hard-of-Hearing Student Services Office for fulfillment.

Service and Emotional Support Animal Policy

7.01 OSU-Oklahoma City is committed to compliance with state and federal laws regarding individuals with disabilities. All inquiries regarding service animals on campus should be directed to the Disability Services Coordinator at 900 N. Portland Ave, Student Center First Floor, Room 142; 405-945-3385, or by emailing emily.cheng@osuokc.edu. The University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, the University must balance the needs of the individual with the impact of animals on other campus patrons.

7.02 Service Animals Permitted on Campus

- Individuals with disabilities may be accompanied by their service animals on all parts of the OSU-Oklahoma City campus where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In some cases, the University may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.
- The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.
- Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. The University may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

7.03 Exceptions

- The University may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the University may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken.

7.04 Responsibilities of Individuals with Service Animals

- The University is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.
- Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although the University may not charge an individual with a disability a service animal surcharge, it may impose charges for any damages caused by a service animal.

7.05 Emotional Support Animals

- Emotional support animals differ from service animals in that their sole function is to provide comfort and have not been trained to perform a specific job or task. Because they have not been trained to perform a specific job or task, emotional support animals are not considered to be service animals under the Americans with Disabilities Act (ADA).
- Because OSU-Oklahoma City does not have housing or residential facilities, emotional support animals are not allowed on campus.

Disability Accommodation Policy for Access to Public Events

8.01 It is the policy of Oklahoma State University-Oklahoma City (OSU-OKC) that all campus events opened to the public are accessible to attendees with disabilities, in compliance with the Americans with Disabilities Act, and equivalent state and federal laws.

8.02 Definition

- Public events are defined as those that are open to community members who are not students or employees of the campus. Such events include, but are not limited to, theatre and music performances, athletic events and camps, gallery exhibits, seminars and colloquiums, and graduation ceremonies. (Excluded from the definition of public events above are meetings or conferences that are held on OSU-OKC's campus but organized and sponsored by an external entity. For example: An organization who reserves meeting space on OSU-OKC's campus for its company's annual employee conference.)

8.03 Dissemination

- Materials announcing public events should state that the event is accessible, and that special accommodations may be made for people with disabilities. Announcements of public events should include a statement similar to this:

Wording for public events:

Persons who, because of a special need or condition, would like to request an accommodation should contact (insert event sponsor name and contact number) as soon as possible, but no later than 72 hours before the event, so that appropriate arrangements can be made.

8.04 Funding

- The sponsor of the campus event is responsible for receiving requests for disability access accommodations, and for arranging for funding of disability access accommodations as applicable. Advice and assistance may be requested from the Disability Services Office at 405-945-3385, Services for Deaf/Hard of Hearing Students at 405-945-3288, Finance and Operations at 405-945-8632, and/or Safety and Security (also handles Parking) at 405-945-3253.

8.05 This policy also does not prohibit a timely filing of an ADA or discrimination complaint with the appropriate external governmental agency.

8.06 Retaliation

- Retaliation against an event participant for filing a disability accommodation request, or for filing a complaint or an appeal with an appropriate external governmental agency is prohibited.

Request for Review of Classroom Accommodation/Grievance Procedures

9.01 A request for special classroom arrangements in order to assist a student with a disability is initiated by the student filing a request with the Disability Services Coordinator. The Disability Services Coordinator initially reviews the request to assess whether the student has provided recent competent medical documentation evidencing the need for the accommodations being requested and to make a recommendation regarding classroom accommodation(s) to be

provided to the student after essential requirements of the student's selected course/degree program have been considered. The Disability Services Coordinator will notify the student of his/her determination and, if an accommodation is recommended, will also provide the student with appropriate paperwork through which to notify the appropriate faculty member(s) of that recommendation.

- 9.02 A student or faculty member disagreeing with a recommended classroom accommodation, or a recommendation from the Disability Services Coordinator that no accommodation is warranted, may request further review by the Disability Services Coordinator. If a resolution cannot be made at that level, the Vice President of Student Services (or his/her designee) will be consulted on the matter along with the relevant Department Head(s) and the Vice President of Academic Affairs as needed. If the issue at hand is a student grievance, a concerted effort will be made by OSU-Oklahoma City to involve and engage the student in the internal grievance process. If the student does not participate in this internal grievance procedure as encouraged, a resolution will likely be reached without the student's involvement. The student may also choose to file a grievance with the Office for Civil Rights if they remain unsatisfied with the accommodations, or lack thereof, provided by OSU-Oklahoma City. The Disability Services Coordinator will provide the student with contact information for the Office for Civil Rights upon request, but it is strongly recommended that the student utilize internal grievance procedures for possible quicker resolution prior to taking this action.
- 9.03 A similar review/grievance procedure may be adopted for requests for review of curricular accommodations.

Special thanks to OSU-Stillwater's Student Disability Services Office and the University of Central Oklahoma's Disability Support Services Office for permission to reprint information within this document.

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