

Handbook for Deaf and Hard of Hearing Students

OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY

DISABILITY SERVICES AND DIVERSITY OFFICE

2018

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INTRODUCTION

Dear Oklahoma State University-Oklahoma City Student:

Thank you for choosing Oklahoma State University-Oklahoma City (OSU- Oklahoma City) as your postsecondary institution of choice. Because you are an OSU-Oklahoma City student, you will have the opportunity to receive the education you want and the services you need. This handbook is made available to help you achieve your personal and academic goals while attending OSU- Oklahoma City.

The Disability Services and Diversity Office (DS) is here to assist you in gaining equal access to all services, classes, and events. The DS also will assist you in determining how OSU- Oklahoma City can best help you meet your accommodation needs in these areas. The DS is the primary office on campus with staff that have specialized knowledge and experience in disability issues, sign language and CART services. The DS is also the central location for maintaining information about your disability through written records and is the office for initial staff contact regarding your request for accommodations.

For more information about services specific to Deaf and hard of hearing students provided by the Disability Services and Diversity office, please contact:

Jeanette Buttram,
Interpreter Coordinator (IC)
Email: buttraj@osuokc.edu
Voice: 405-945-3388

Calista Choate
Interpreter and Disability Services Advisor
Email: Calista.choate@osuokc.edu
Voice: 405-945-8624

Student Center, First Floor
900 N. Portland Ave
Oklahoma City, OK 73107-6195

For more information about students with disabilities needing additional services, please contact:

Emily Cheng
Director of Disability Services and Diversity
Email: Emily.cheng@osuokc.edu
Voice: 405-945-3385
Fax: 405-945-9127

Student Center, First Floor
900 N. Portland Ave
Oklahoma City, OK 73107-6195

ADMITTANCE

All students with disabilities must meet OSU- Oklahoma City's regular admission standards. Qualified applicants with disabilities will not be denied admission solely on the basis of their disability. It is not necessary that students disclose their disability in the application process.

Once admitted, students with disabilities requiring accommodation(s) must contact the Disability Services and Diversity Office (DS) to request these services. In order to receive services or accommodations for a disability, the student must furnish appropriate documentation of the disability to DS.

DISABILITY SERVICES AND DIVERSITY OFFICE (DS)

The DS at OSU-Oklahoma City is committed to providing equal access to educational programs and services through reasonable accommodations.

Services from DS are open to any student with any documented disability. The office provides the services necessary to provide equal access to educational opportunities and experiences.

The DS advises administration on policies and procedures relevant to students with disabilities and acts as a general information and referral service for disability-related issues. The office strives to educate individuals regarding the abilities and needs of persons with disabilities through coordination of programs and involvement in activities on disability-related issues. The DS also provides training for faculty and staff to increase the understanding of the needs of persons with disabilities.

The Director of Disability Services (DDS) and Diversity

The DDS for students with disabilities is the referral point where a student may request accommodations for academic success and is an important component of student success. Instructors are encouraged to contact the DDS for assistance in accommodating students with disabilities in the classroom.

Eligibility for Services

A person is eligible for services and/or accommodations if s/he:

- is considered a person with a disability,
- has identified herself/himself to the institution through the DDS, and
- has presented appropriate documentation regarding her/his disability to the institution as required by the DDS and followed all of the university's reasonable policies and procedures to obtain accommodations.

Accommodations or services should be related to the functional impacts of the individual's disability.

Disability Definition

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.

DISABILITY DOCUMENTATION

Documentation of a disability is the basis for providing accommodations. Understanding the impact of the disability and determining how to address it in the postsecondary setting are the keys to providing support services. Documentation of a hearing loss is most often done through an audiological evaluation. This hearing examination will indicate the presence of a hearing loss and its impact. Being able to interpret an audiogram will provide essential information in understanding the particular hearing loss and what it may mean for that particular student. Documentation should support the need for requested accommodations.

DOCUMENTATION GUIDELINES

Postsecondary institutions differ from high schools regarding the first step of providing academic accommodations. When a person with a disability needs an academic accommodation in high school, a team of people are assigned to discuss that student's classroom instructional accommodations. This is not the case with colleges and universities. In order to receive services from a postsecondary institution, a person with a disability must first disclose her/his disability to the institution.

At OSU-Oklahoma City, students with disabilities should disclose their disabilities to the DS on campus "IF" requesting special accommodations or services.

Deaf or Hard of Hearing

Deaf or hard of hearing students will identify themselves to OSU-Oklahoma City's DS to request accommodation services in each of their semester classes as applicable.

The DDS 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 DDS and supports the need for either sign language interpreters, or an assisted listening device, or CART as an accommodation, the DDS will refer the student to the Interpreter Coordinator (IC) for fulfillment.

Sign Language Interpreter or CART provider

The interpreter/CART provider (service provider) is there to serve the class including the professor and all the students.

The service provider's role is to facilitate communication between the Deaf student and the hearing persons in her/his educational environment. The service provider's services are available to make the

Deaf student equal, not more than equal to her or his hearing peers. The student will be allowed to succeed or fail on her or his own, without the interference of the service provider.

If a student or instructor does not show for a scheduled assignment and has given no advance notice of an expected arrival time, the service provider will wait a minimum of 15 minutes for a class less than 1.5 hours long and 30 minutes for classes longer than 1.5 hours before leaving the assignment.

Hints for Students: Using Sign Language Interpreters or CART providers

If you have a question during class time, raise your hand and ask the instructor. Please do not socialize with the service provider while they are working. The service provider cannot listen to the instructor, interpret, type, and understand what you are saying at the same time.

It is the service provider's responsibility to voice your questions and/or responses. Therefore, do not sign/cue anything that you do not want voiced in class.

The service provider cannot participate in class.

The service provider does not serve as a tutor or note taker during class.

Let your service provider know what method of communication you prefer. Do you prefer sign language with speechreading? Do you depend mostly on speechreading? When you speak in class, do you want the service provider to voice for you or will you speak for yourself?

If you discuss this at the beginning of the semester, you may avoid misunderstanding with the service provider. Work at keeping the communication open between you and your service provider.

The service provider will keep all information confidential.

The university is not responsible for any service provider's services other than those approved by DSS.

How to Request an Interpreter or CART Provider Outside of Class

- All non-classroom requests (including group meetings, meetings with other students, etc.) should be made as far in advance as possible, but at least five business days in advance. Last-minute requests cannot be guaranteed, though attempts will always be made to secure services. To receive services outside of the classroom, you must complete a Request for Interpreter or CART form on-line at <http://osuokc.edu/DeafStudentServices/requestinterpreter>

Remember to cancel any services that you have requested if you decide not to attend. Failure to do so will result in a "No Show" being recorded.

RESPONSIBILITIES OF THE STUDENT

Responsibility Statement

OSU- Oklahoma City offers support services to any qualified student with a disability who requests such services. It is each student's responsibility to make use of these services. Each student is reminded that s/he is ultimately responsible for her/his academic success and /or failure. Each student must take the initiative to use time, facilities, and support services in a productive manner. Each student is responsible for her/his own work and grade in each course.

Also, OSU- Oklahoma City offers direction in securing guidance in academic and personal matters. Again, it is each student's responsibility to make use of these services. OSU- Oklahoma City will not be held responsible for acts of misconduct committed by any student.

It is the responsibility of each student to know and abide by all OSU- Oklahoma City and DS policies, rules, and regulations. Each student must take the initiative to familiarize herself/himself with these policies, rules, and regulations. Failure to do so will not exclude the student from reprimand, punishment, or any other consequence of violating any OSU- Oklahoma City or DS policy, rule, or regulation.

Class Attendance

Class attendance is crucial for successful academic completion. When a student who uses an interpreter or CART provider will be absent from class, notifying the IC is required. This is crucial when communication facilitators are being paid for their time in class.

The interpreter or CART provider can be notified ahead of time, by the IC, when any change is expected. When at all possible, prior notification is expected by contacting the IC. The interpreter or CART provider is there as a supplement to the classroom experience, not as a substitute. If a student misses class, s/he needs to meet with the instructor for follow up. Interpreters and CART providers are not responsible for the student's absence nor their academic responsibilities.

BASIC EXPECTATIONS OF STUDENT

Role

The student's role is simply to be the learner. Students are in the classroom for the purpose of learning.

Duties

- Students are encouraged to obtain volunteer note takers in class. Students can obtain note taking paper or make copies in the DS office. The service provider cannot take notes, even if paired with another interpreter/CART provider for the class.
- On the first day of class, please identify yourself to the service provider.
- Be on time for all classes, labs, and meetings.

- Sit in a place that provides the best distance, lighting, background, and angle for seeing the service provider.
- If you have any questions relating to class materials, ask the instructor.
- Personal conversations with the service provider should not occur during the class, but should be handled before or after class.
- If you have difficulty understanding the service provider, discuss it with that person. If this does not solve the problem, then go to the IC.
- If you have problems with your note-taker, contact your teacher.
- If your service provider does not come to class, notify the IC that s/he has failed to show up.

Important: Let your IC know if:

- You plan to be absent or miss a class.
- Your class is canceled.
- You have made a change to a regularly scheduled class schedule (Drops and/or Adds).
- You have enrolled for a new semester.

NO-SHOW POLICY

If an interpreter or CART service has been requested, and you know that you will be unable to attend class, you should provide cancellation notice, with at least 24 hours advanced notice, to the IC. In some situations, students may not be able to provide 24 hours notice; however, any advanced notice is helpful. Failure to provide any notice is considered a “No-Show”. To give cancellation notice a student may:

- Text and/or email the IC; or
- Contact the IC and speak either in person or leave a message either by voice mail or relay.
- **REMINDER:** Informing your service provider of an absence does not take the place of your responsibility to contact the IC regarding missed classes.

Failure to provide notice will result in the following actions:

- First “No-Show”: A letter will be sent via email to remind the student of the policy and appropriate procedures.
- Second “No-Show”: A letter will be sent via email to the student informing the student that s/he has two “No-Shows” as well as reminding the student of the policy and appropriate procedures.
- Third “No-Show”: Services will immediately be suspended and a letter will be sent via email to the student informing the student of the policy and the appropriate procedure. Services will remain suspended **UNTIL** the student makes an appointment with the DS office.
- For each subsequent “No-Show”: Services will be suspended and a letter will be sent via email to the student informing the student of the policy and the appropriate procedures. The services will remain suspended **UNTIL** the student makes an appointment with the DS office.

ENROLLING FOR CLASSES

Deaf and hard of hearing students are encouraged to enroll for classes early, as well as submit requests for services to the DS as soon after enrollment as possible. Students are urged to finalize their schedules far in advance of the first class day, so that service providers can be scheduled. This includes use of one of our assisted listening devices.

Each semester, the student will complete a "Class Accommodation Request" form with the IC in the DS requesting accommodations for the class(es) the student wants accommodations for during the semester s/he is enrolled in. Then, a "Notification of Student Disability Accommodation" form, which is a document certifying the student's disability and the reasonable accommodation(s) will be generated by DS staff for each course the student indicated on her/his "Class Accommodation Request" form.

Once the student has completed the "Class Accommodation Request" form for classes (including on-line classes) the DS will send an email to each teacher informing them that they will have a deaf or hard of hearing student enrolled in his/her class and any material that will be shown during class or on-line will need to be captioned. Also, a "Notification of Student Disability Accommodation" form will be emailed to each of the student's instructors as official notification of accommodation.

Attempts to schedule Interpreting or CART services will begin as soon as the Deaf or hard of hearing student notifies the DS that s/he has enrolled for the particular semester s/he plans to attend. **It is important that notice of enrollment AND request for services are submitted to the IC in the DS every semester the student plans to attend so that appropriate accommodations can be made.**

TUTORIAL SERVICES

FREE tutoring services are available for students in the Student Success and Opportunity Center. You can either walk-in to receive tutoring, or you can schedule an appointment ahead of time at <http://osuokc.edu/ssoc/schedule>. However, due to the busy nature of the center, walk-in tutoring is available on a first-come first-serve basis. Therefore, scheduling an appointment is strongly recommended.

SOCIAL ACTIVITIES

Deaf and hard of hearing students are encouraged to become involved in any of the activities provided through the Student Government Association. Deaf Student Services started a club for the Deaf and hard of hearing students and the Interpreter Training students in 1982. The name of the club is now the Deaf and Hearing Social Club (DHSC). Members have regular bi-monthly meetings to plan fundraisers, outings and special parties.

VIDEO PHONE (VP)

For our deaf and hard of hearing student's convenience, a VP is located in the library on the fourth floor of the Learning Resource Center in group study room 5. The phone number for the VP is 405-445-3735. The VP is located in a room that ensures your privacy.

The Disability Services and Diversity office is looking forward to serving you this semester. We hope the information in this handbook has been helpful.

Please sign your name acknowledging your receipt and understanding of the handbook:

STUDENT NAME

(PRINT)

DATE

SIGNATURE

*E-MAIL

(PRINT)

*I understand if my e-mail address changes, it is my responsibility to inform DS

DS MEMBER

DATE/SEMESTER