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This *Handbook for Student with Disabilities* has been prepared for general information purposes only. No statement appearing in this *Handbook* constitutes a contractual obligation by the Board of Regents of Oklahoma State University. If any official policy statements of the Board of Regents or of the University are in contradiction to statements appearing in this *Handbook*, such official policy statements will be deemed to have control over the statements appearing in this document. The Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this *Handbook* at any time, without advance notice.

**INTRODUCTION**

Student Disability Services welcomes you! We are pleased that you have chosen OSU-Tulsa and look forward to working together to make your college experience a very rewarding one. This book outlines the services offered through SDS. For other questions about OSU-Tulsa that are not discussed in this book, feel free to contact Student Disability Services at 918-594-8354.

**HOW DO STUDENTS ACCESS SERVICES?**

Students with disabilities who wish to access services should contact Student Disability Services. Provision of services begins with an intake process during which the functional issues related to the disability are identified and appropriate strategies, resources, and accommodations determined.
How do students qualify for services?

Student Disability Services is committed to serving all students with disabilities as defined by federal regulations. Individuals with temporary disabilities are also served by SDS.

A qualified person with a disability is:

An individual who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Students must provide documentation of their disability and their need for accommodation before receiving services. In the case of a medical, physical or psychological disability, students should submit documentation from a qualified professional stating 1) the nature and severity of the disability, 2) current functional impact, 3) the diagnostic procedures used, and 4) recommendations for assistance.

- Students diagnosed prior to graduation from an accredited high school may submit the psychoeducational evaluation (or other existing documentation) on file at the respective high school;

- Students diagnosed after the completion of high school should submit a psychoeducational evaluation performed by an appropriately qualified professional.

Information obtained is confidential and used solely for the purpose of identifying appropriate support services. Information regarding a student’s disability is only released with written permission of the student.
How do students obtain services?

Services must be requested by the student each semester. Students must complete a Service Request Form (SRF) to initiate their requests, which should be done prior to or at the beginning of every semester to help ensure timely provision of necessary accommodations. Students must also identify themselves to their instructors to facilitate implementation of the identified classroom accommodations. The student must have a face-to-face meeting with the instructor in order for the accommodations to be implemented. If the student is taking an online class, then the student must contact the professor via email or by phone. Student consultations with instructors and the coordinator of Student Disability Services may be necessary for some accommodations. Each student is encouraged to act as his or her own advocate and has the primary responsibility for securing assistance. Early and regular contact with SDS will help ensure the timely identification and provision of services and accommodations.

WHAT SERVICES ARE AVAILABLE?
Assistance is tailored to the needs of each individual student. Services will be designed in a manner intended to remove barriers which hinder learning and which allow maximum independence. Reasonable accommodations will be based on need, not desire or convenience. Services are intended to provide equal access and equal opportunity.

Academic support services offered, based on individual need, include:

- Campus orientation
- Instructor notification
- Note-taking assistance
- Alternative testing accommodations
- Assistance in obtaining texts in alternative formats
- Interpreter services
- Priority enrollment
- Classroom accessibility (table, chair, relocated room)
- Equipment loan
- Assistive technology
- Additional accommodations as appropriate
**Campus Orientation**

The office can provide students with a detailed campus map that highlights accessible building entrances, accessible parking and other access features. Campus orientation may be provided upon request.

**Instructor Notification**

Students must identify themselves to their instructors to facilitate implementation of the identified classroom accommodation. The student must have a face-to-face meeting with his/her professor in order for the accommodations to be implemented. If the student is taking an online class, then the student must contact the professor via email or by phone.

**Note-taking Assistance**

Students may arrange for note-taking assistance by securing a volunteer note-taker or by recording lectures. Based on the nature of the disability, Student Disability Services provides note-taking paper, which includes carbon paper. Alternatively, students may check out a digital recorder from SDS to record lectures or request the instructor’s notes if available.

If the **volunteer note-taking option** is selected, it is the student’s responsibility to contact SDS. A letter will be sent to the student’s instructors requesting an in-class volunteer note-taker solicitation. It is then the student’s responsibility to obtain the volunteer’s name and number from the instructor. The Volunteer Note-taker Program is not intended to replace class attendance.

If the **recording** option is selected and a student does not have a recorder, the student may check out a tape recorder or a Livescribe Echo Pen from Student Disability Services as available. Students are responsible for the return of equipment at the conclusion of each semester or they will be billed for the cost of the equipment.
Alternative Testing

Students with disabilities may request accommodations in course examination requirements or formats. Authorized testing accommodations are designed to assist students in demonstrating skills or acquired knowledge to be successful in the classroom.

If testing assistance is necessary, Student Disability Services can provide testing accommodations for approved students with disabilities as an alternative examination arrangement for students and their instructors. SDS provides private rooms with cameras proctored by the SDS Coordinator, scribes, readers, closed caption monitors and computers with assistive technology as testing accommodations for authorized students.

Student Disability Services is located in North Hall 204 or can be reached by calling 918-594-8354. SDS makes appointments for students from 8:30 a.m.—5:00 p.m. Monday through Friday and requires that tests begin no later than 3:00 p.m. and end no later than 5:00 p.m. Examinations are administered and timed according to the specifications of the student’s instructor and Student Disability Services.

The following procedures have been established for students and instructors to follow to utilize alternative testing in SDS. Students seeking testing accommodations are responsible for speaking with their instructors regarding their requests far in advance of scheduled examinations, preferably at the beginning of the semester. Students must also request appropriate services from SDS on a timely basis. The SDS coordinator will notify the student’s instructors about testing provisions and auxiliary aids. Consultation among the student, instructors and the coordinator may be necessary before some testing accommodations are authorized.
The student and instructor should agree upon dates and time periods for scheduling course examinations in the SDS office. Exams should be taken at the regular class time unless a scheduling conflict exists. The instructor is responsible for delivering examinations and written test instructions to Student Disability Services in advance of scheduled exams, either by hand delivery or online submittal process. If students have additional questions, feel free to contact Student Disability Services at 918-594-8354 or osutdisa@okstate.edu.

Alternative Format Text Materials

Student Disability Services provides assistance to students in obtaining texts in alternative formats, including e-text, digital recording, Braille and others. If a student is eligible to obtain textbooks and equipment, SDS will assist the student in processing an application to the Learning Ally (formerly RFB&D), Bookshare or with publishers if necessary. SDS will work with students to order books through his or her own membership, OSU’s institutional memberships, publishers and other available resources to obtain required texts. Students need to identify the required texts as soon as possible to begin this process. Early identification and requests are important in order to ensure timely receipt of materials. **Priority enrollment is meant for this purpose.**

Students may check out equipment to play accessible textbooks or use available assistive technology software. Students are responsible for the return of equipment and materials at the conclusion of each semester.

Student Disability Services will scan or provide e-text copies of required text materials. Use of assistive technology by students is expected as a means to provide access to printed material. (See “Equipment Loan”) Training on equipment and software use is available.
Interpreter Services

Students using interpreters or real-time captionists must notify SDS at 918-594-8354 as soon as possible. If a class is missed, advance notice of at least 48 hours is expected. A “no show” or notice less than 48 hours will be counted as a “miss,” save extenuating circumstances. Three misses will result in suspension of services until the student meets with the deaf or hard-of-hearing specialist or SDS coordinator.

Priority Enrollment

Students with disabilities may be eligible for priority enrollment. Determination is made on an individual basis pertinent to the functional issues of the disability and the impact on access or accommodation needs.

Classroom Accessibility

If a student with a disability enrolls in a course that is scheduled at an inaccessible location, the student should notify SDS to obtain a change in classroom location.

Parking Permits

Purchase of a campus parking permit and vehicle registration are not required for students at OSU-Tulsa. Check the campus map to view availability of parking.
Equipment Loan

Student Disability Services has the following equipment available for loan to students. Equipment should be returned in good condition at the end of the semester or the student’s Bursar account will be charged for damage or replacement cost.

Assistive Technology

- Drafting chair — ergonomic chair
- Hand magnifier — hand-held magnifier (up to 6.5 times)
- Keyboard — keyboard for left-handed student
- Livescribe Echo Pen – recording pen
- Mini tape recorders
- Oklahoma ABLE Tech resources (as available)
- Telecommunication Device for the Deaf (TDD/TTY) — device that receives and sends phone messages by LCD printout
- Wheelchairs — manual wheelchairs located at Student Disability Services and Campus Police

The following software/equipment is available on and off campus. To access AT software off campus, go to the AT website on http://access.okstate.edu, then click AT software on campus, then click installation guide for the software.
Emergency plans

Snow and Ice Removal Plan

The prioritization of snow and ice removal focuses on the interior campus. Buildings in which students with specific mobility needs have classes will be incorporated into the prioritization. These buildings will be based on the schedules of students who have self-identified to SDS.

To the greatest extent possible the accessible entrances, ramps and nearby curb cuts for each building will be cleared. Building custodial staff will work to clear entries and paths around their respective buildings.
It is the responsibility of Physical Plant Services to provide the necessary services to ensure safe pedestrian movement on campus sidewalks and building entrances. The control measures taken to accomplish this goal will vary depending on the type and timing of ice or snow. All sidewalks are designated either as a “primary” or “secondary” sidewalk. “Primary” sidewalks are those with high traffic or critical need.

Snow will be plowed and swept, melting agents applied or sanded depending on which method is most appropriate for the type and amount of snow and ice accumulation. Individuals are encouraged to call SDS (594-8354) to report high-traffic areas that need attention.

Any difficulties, obstacles or problems that arise due to snow and ice removal are to be directed to SDS/ADA Compliance at 918-594-8354 immediately. Such issues would include riding BOB to and from Stillwater, uncleared areas identified above and academic dilemmas due to lateness or attendance.

Although inclement weather happens infrequently, it is important to be prepared and address the difficulty that inclement weather brings. For information regarding OSU-Tulsa’s policies for reporting campus closing due to severe weather, visit the OSU-Tulsa website at www.osu-tulsa.okstate.edu.
Emergency Evacuation Procedures

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities in advance:

Notify instructors or classmates of the type of assistance you need during an emergency situation. In the event of a fire, immediate and complete evacuation is preferred if it can be accomplished in a safe manner. If immediate and complete evacuations are not possible, ask someone to assist you to a “safe area,” such as an enclosed stairwell until emergency personnel arrive and complete the evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required. [See enclosed “Emergency Preparedness and Disaster Response Plans for OSU.”]

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. Request assistance from instructors or classmates if assistance is needed. If elevator use is not possible, then fire evacuation procedures should be followed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

Complaints - Incident Report Form

Students may register complaints regarding physical or attitudinal barriers they encounter at OSU-Tulsa using the “Incident Report Form” available upon request. For information regarding complaints and to obtain an Incident Report Form, contact SDS/ADA Compliance, 918-594-8354 immediately. This procedure has been implemented to: 1) identify physical access problems on campus; and 2) use feedback from students to improve the delivery of services.
Request for Review of Provision of Accommodations

Students who wish to contest either a decision of SDS regarding requested accommodations or curricular accommodations or a decision of a faculty member to not provide recommended accommodations may initiate a “Request for Review of Provision of Accommodations.” Student Disability Services can advise students and provide the appropriate form upon request.

External Agencies

Students who are not satisfied with the response they receive may file a complaint with any of the following agencies:

Office of Disability Concerns
2401 NW 23rd, Suite 90
Oklahoma City, OK 73107-2423
800-522-8224 (v) or 405-521-3756 (v), 405-522-6706 (tty)
Website: http://www.odc.ok.gov

Office for Civil Rights, Kansas City Office
U. S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
816-268-0550 (v)
877-521-2172 (tty)
Website: http://www.ed.gov/ocr

U. S. Department of Justice
950 Pennsylvania Ave., NW
Civil Rights Division, Disability Rights Section—NYA
Washington, D. C. 20530
800-514-0301 (v), 800-514-0383 (tty)
Website: http://www.usdoj.gov/
Student Disability Services staff

North Hall, Room 204

918-594-8354

Oklahoma State University-Tulsa
700 North Greenwood Avenue
Tulsa, Ok 74106
(918) 594-8354
(918) 594-8364 fax

Website: http://tulsa.okstate.edu

- Revised 6/16
Student Disability Services
North Hall, Room 204
700 North Greenwood Avenue
Tulsa, Ok 74106

918-594-8576 (tty)
918-594-8354
918-594-8364 fax
http://tulsa.okstate.edu