

**AMERICANS  
WITH  
DISABILITIES  
HANDBOOK**

# **CONTACTS**

## **Caleb Mosburg**

Dean of Student Affairs and Enrollment Management  
Coordinator of Services for Students with Disabilities  
Northwestern Oklahoma State University, Alva Campus  
580-327-8415

## **Dr. Wayne McMillin**

Dean of the Enid Campus  
Northwestern Oklahoma State University, Enid Campus  
580-213-3101

## **Dr. Jonathan Thomason**

Dean of the Woodward Campus  
Northwestern Oklahoma State University, Woodward Campus  
580-256-0047

# **AMERICANS WITH DISABILITIES HANDBOOK**

**Updated July 2024**

This handbook has been prepared to introduce faculty, staff and students to the universities policy on reasonable accommodations for students with disabilities who qualify for services under the Americans with Disabilities Act (ADA), which reaffirms Section 504 of the Rehabilitation Act. Reasonable accommodations encompass both physical access and academic modifications for those individuals with identified and documented disabilities to enhance their capacity to perform to the best of their ability.

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities in higher education. We recognize the underused potential of individuals with disabilities and realize the importance of higher education for this special population. It is with them in mind that this handbook was prepared. It is hoped that the faculty and staff will enhance the disabled student and assist them in all possible ways. If any official policy statements of the Regents University System of Oklahoma or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have precedence over the statements appearing in this document. The Regents University System of Oklahoma and the University reserve the right to alter the terms of official policy statements and/or this Handbook at anytime, without advance notice.

The office of Services for Students with Disabilities is committed to serving all students with disabilities as defined by federal regulations. A person who qualifies for special accommodation means:

An individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communications, 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. The federal definition of a disability includes a person who:

- (1) has a physical or mental (intellectual) impairment which substantially limits one or more of such person's major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- (2) has a history of such impairment or
- (3) is regarded as having such impairment.

## **HOW TO ACCESS SERVICES**

Students with disabilities who wish to access services shall initiate their request by contacting the Coordinator of Services for Students with Disabilities. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific academic accommodations which they need.

1. Student must submit documentation from a qualified professional as to the nature of the disability before receiving services. In the case of a medical disability, documentation from a physician is appropriate. Students with learning disabilities or Attention Deficit/Hyperactive Disorder must submit documentation from one of two sources:
  - a. Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school;
  - b. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.
2. Student must submit the request in writing at the beginning of each semester or at the time a need is identified.
3. Student must complete a Release of Information form.
4. Student must identify themselves to their instructors and request specific accommodations. Consultation among the student, his/her instructor(s) and the Coordinator of Services for Students with Disabilities may be necessary before some accommodations are authorized.

To insure that accommodations are met in a timely fashion, all documentation should be in place beginning with the 2nd week of classes. In case of late diagnosis, the student should have the documentation in place as soon as possible. The student is expected to confer with the Coordinator of Services for Students with Disabilities at the beginning of every semester in which he/she is enrolled at Northwestern Oklahoma State University.

Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the Coordinator of Services for Students with Disabilities will help ensure services and accommodations. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services. Information regarding a student's disability is not released without written permission of the student. The office will provide instructors with written verification of a student's disability after the student and instructor have discussed options available.

### **FACULTY NOTIFICATION OF SERVICES TO STUDENTS**

Faculty should include the following statement in their course syllabi each semester:

Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Services for Students with Disabilities or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged.

### **SERVICES AVAILABLE**

The Coordinator of Services for Students with Disabilities is committed to encouraging students to be independent. We do not wish for students to become dependent on

services but instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need not desire.

The Coordinator of Services for Students with Disabilities works with students to help remove barriers encountered on campus.

This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, assist with concerns with electronic based access, and acting as a liaison with faculty and staff.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Each case will be viewed individually and determinations made based upon the documentation submitted. Services on an individual basis may include:

- \*assistance in obtaining class notes through a voluntary note taker
- \*alternative testing accommodations
- \*assistance in obtaining texts in alternative formats
- \*assistance in obtaining an interpreter
- \*priority enrollment
- \*building accommodations
- \*additional accommodations when necessary.

### Note-taking

Students may arrange for note-taking assistance by securing a volunteer note-taker or by tape recording lectures. If a volunteer note-taking option is selected, the student with a disability may request a volunteer note-taker packet which includes carbon copy paper. Students with disabilities are responsible for obtaining volunteer note-takers for the classes in which they desire this assistance. If the tape recording option is selected and a student does not have a tape recorder, students with disabilities may check-out a tape recorder from the Coordinator of Services for Students with Disabilities. Students are responsible for the return of tape recorders at the conclusion of each semester or they will be billed for the cost of the equipment.

### Alternative Testing

The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge. The student should personally talk with his/her instructor during the first week of classes to explain the alternative request. Instructors may contact the Coordinator of Services for Students with Disabilities if there are questions about the request or procedures. Instructor and student should agree on an acceptable time and place for alternative testing. The office of Services for Students with Disabilities will serve as one alternative testing site.

Exams may be scheduled during regular office hours 8:00 a.m. - 5:00 p.m., Monday through Friday with no exam scheduled to begin after 4:00 p.m.

Exams should be taken at the regular class time unless a scheduling conflict exists. The student is then responsible for contacting the Coordinator of Services for Students with Disabilities to schedule examinations. This should be done as far in advance as possible to ensure scheduling needs can be met. The instructor is responsible for delivering examinations and written test instructions to the alternative testing site in advance of scheduled exams.

A form is available to the instructor for instructions on how the exam will be delivered back to the instructor. If the student is unable to take the exam at the scheduled time, the instructor and the Coordinator of Services for Students with Disabilities must be informed prior to the scheduled test time. The test can be rescheduled only with direct approval from the instructor.

#### Accessibility Accommodations

If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify the Coordinator of Services for Students with Disabilities to obtain a change in classroom location. The coordinator will then contact the Vice President for Academics and with the instructor, accessibility accommodations will be made.

#### Priority Enrollment

Students with disabilities who would like priority enrollment will need to contact the Dean of Student Affairs and Enrollment Management.

### **ADDITIONAL ACCOMMODATIONS AVAILABLE**

If a student with disabilities feels he/she needs to make a class substitution, they must:

1. Make a written request to their advisor.
2. The advisor will review the request and make a recommendation to the Dean of the School.
3. The Dean of the School will review the requests and make a recommendation to the Academic Vice President who will make the final determination.
4. A completed copy will be furnished to the Registrar.

### **OTHER ACCOMMODATIONS**

#### Food Services

Northwestern Oklahoma State University along with Chartwell's Food Service is committed to working with students on a case-by-case basis to address the needs of individual students with food allergies and/or celiac disease. If a student needs any food allergy accommodation, the student must contact the Student Services Department

to initiate the process. The student will then work with the Director of Dining on a case-by-case basis so that food needs are accommodated.

- Chartwell's Food Service is a contracted food service company with Northwestern Oklahoma State University Alva Campus.

## **ATTENDANCE**

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Dean of Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

## **STUDENT CONDUCT**

A committee consisting of faculty members and students will be created to consider the case of students in violation of university regulations.

## **MEDICAL WITHDRAWAL**

Students whose physical or mental health problems may affect the health, safety, and/or welfare of the University community, or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process and who fail to follow the directives of the office of Student Affairs, health or psychological personnel regarding these problems may be medically withdrawn from the University. Northwestern Oklahoma State University will make the determination in a case by case manner, using a holistic approach.

The office of Student Affairs and Enrollment Management may suspend immediately any student in question pending the outcome of the specified instructions and/or examinations. These exams must be paid for by the individual examined or by any agency other than Northwestern Oklahoma State University. Refusal by the student to submit to the instructions and/or exams or an unfavorable report from the examiner may be cause for denial for admission or retention.

Students who are diagnosed with a life threatening illness or have been in an accident which does not permit them to return to school may be medically withdrawn. Students must immediately notify the Office of Student Affairs and have a maximum of two weeks from the last date of attendance to initiate the withdrawal. Students who have financial

aid are encouraged to check with the Office of Financial Aid before any withdrawal. Medical documentation from a licensed physician will be required.

The student has the right to appeal the decision of the office of Student Affairs and Enrollment Management for a medical withdrawal to the Committee on Student Conduct.

### **ACCESSIBLE PARKING PERMITS FOR STUDENTS WITH DISABILITIES**

Temporary university accessible parking permits are available through the Dean of Student Affairs and Enrollment Management office.

### **EMERGENCY EVACUATION PROCEDURES**

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities. In advance of emergency situations, be aware of at least two exit possibilities for each location. Notify instructors and/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 evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete 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.

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. You should request assistance from instructors or classmates if 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.

### **INCIDENT REPORTING PROCEDURES**

Students who believe they have inappropriate, inadequate or exceptional services from the office of Services for Students with Disabilities are encouraged to and have the right to file an incident report with the President. Students must take the initiative to file a form on their own behalf. Students are encouraged to file a report within five (5) school days of the incident if possible. Filed incident forms will be kept confidential. Students will receive a written response within ten (10) university working days. Students are encouraged to recommend options to help rectify the issue if needed.

If students are not satisfied with the response, the student may file a complaint with the Office of Civil Rights in Kansas City, MO.



Office of Disability Concerns  
2401 N.W. 23rd, Suite 90  
Oklahoma City, OK 73107-2423  
800-522-8224 (V)  
(405) 521-3756 (TDD)

Americans with Disabilities Act Information Line  
U.S. Dept of Justice  
P.O. Box 66738  
Washington, DC 20035-6118  
800-514-0301 (V) 800-514-0383 (TTY)  
[www.ada.gov](http://www.ada.gov)

U. S. Department of Education  
Office of Civil Rights, Kansas City Office  
1010 Walnut St., Suite 320  
Kansas City, MO 64106  
Phone: (816) 268-0550  
Fax: (816) 268-0599  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **EXAM REQUEST FORM**

# NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Please complete the Exam Request form for each test that is to be administered by the Coordinator of Services for Students with Disabilities. (Please feel free to make copies of this form for future use.)

Faculty Member's Name \_\_\_\_\_ Phone \_\_\_\_\_

Student's Name \_\_\_\_\_

	Yes	No
NOTES ALLOWED	_____	_____
CALCULATOR ALLOWED	_____	_____
SCRATCH PAPER	_____	_____
BOOKS ALLOWED	_____	_____

### Special Instructions for Administration:

\_\_\_\_\_  
\_\_\_\_\_

Date & time to be administered: \_\_\_\_\_

Is this administration time flexible? Yes \_\_\_\_ No \_\_\_\_

Is this administration date flexible? Yes \_\_\_\_ No \_\_\_\_

### How do you want the completed test returned to you?

\_\_\_\_\_ Please hold. I will pick it up.

\_\_\_\_\_ I have authorized the following staff to pick up the exam.  
\_\_\_\_\_

**INCIDENT REPORT FORM**

Student \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_ Class \_\_\_\_\_

Place \_\_\_\_\_

Problem (be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date Filed \_\_\_\_\_

+++++++ For Office Use Only ++++++

Response \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date of response \_\_\_\_\_

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY  
ALVA, OKLAHOMA**

**PETITION TO REQUEST A CHANGE IN DEGREE REQUIREMENT**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Class Name and Number

Reason for requested change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class Substitution: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Vice President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

## WAIVER OF SERVICES

I understand that I have the right to disclose my disability and request special accommodations. I also understand that I have the right to not request special accommodations.

It is my intent not to request special accommodations. I understand that by signing this intent, in the event that I find I need special accommodations, I must notify the Coordinator of Services for Students with Disabilities as soon as possible and provide the necessary documentation. Until that time, no special accommodations will be made for me.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date \_\_\_\_\_



## REQUEST FOR SERVICES

I request that the Coordinator of Services for Students with Disabilities office at Northwestern Oklahoma State University assist me with special accommodations.

I understand that I must notify all my instructors each semester and provide the Services for Students with Disabilities office with the documentation necessary to afford me the accommodations that I request and that I must do this in a timely manner.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date \_\_\_\_\_