

## Accessibility Services Office

### Access Policies, Procedures, Rights, and Responsibilities

Ohio Wesleyan University is committed to providing access to all students in both academic and nonacademic programs. In accordance with this commitment, the university supports a variety of reasonable requests for advocacy and accommodation that are available to students who have documented disabilities. Accommodations are the obligation of the university under the [Americans with Disabilities Act of 1990, as amended](#), and [Section 504 of the Rehabilitation Act of 1973](#). The Accessibility Services Office reviews documentation of disability to determine eligibility and appropriate accommodations for students with disabilities. Determining reasonable accommodations is a multi-step process and a joint responsibility shared by the Director of Accessibility Services, students, and professors. This document will help you understand the accommodation process and the rights and responsibilities as Ohio Wesleyan University students and faculty members.

#### **What is the Registration Process for Students, including my Rights and Responsibilities as a Student?**

##### ***Students should***

1. Communicate their request to the ASO. Students may be referred to the ASO by faculty and staff as well.
2. Submit documentation of their disability to the ASO to substantiate their requests for accommodations. Though students may request accommodations at any point in the semester, it is best to submit documentation before the semester begins or in the first two weeks of classes. Documentation of student disability is protected by the [Family Educational Rights and Privacy Act \(FERPA\)](#), not the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), and should include the following components:
  - History of the disability
  - Impact of the disability on academics, daily life activities, social interactions
  - Accommodations that have been helpful in the past
3. Complete a one-hour “welcome meeting” that will include questions to elicit the student’s self-report regarding the impact of his/her/their disability, an explanation of applicable laws, the creation of Registration Confirmation Letter, and the signing of the ASO Student Responsibilities Checklist by the student.

**Note:** The ASO will contact students by way of their owu.edu email address to schedule the welcome meeting and/or request additional documentation of the disability.

Students are to request accommodations for their courses and obtain a new copy each term of their "Registration Confirmation Letter."

4. Schedule times to meet with each of their professors to discuss their accommodations.

Students are responsible for communicating exam accommodations to professors. Students are responsible for submitting a request to schedule a proctored exam with OWU Testing Center no less than one business day prior to the requested exam time.

5. Notify the ASO of any perceived infringements of their rights in the classroom, residence halls, dining halls, as well as, participating in university sponsored events or completing out-of-class requirements.

### **Additional Student Rights and Responsibilities**

Link: [Please review this United States Department of Education document regarding receiving support services as a student with disabilities at the post-secondary level.](#)

### **What are Faculty Rights and Responsibilities?**

#### **Rights**

Faculty members reserve the right to:

- Require a student to provide verification of academic accommodations indicated on a Registration Confirmation letter from the Accessibility Services Office (ASO).
- Deny requests for accommodation if a student does not provide verification from the ASO.
- Request that a student attend a one-on-one meeting to discuss the students' need for reasonable accommodation, academic modifications, and/or auxiliary aids and services.
- Refer a student to the ASO.
- Determine course content and decide the best method for instructing students and assessing their learning.
- Question accommodations that fundamentally alter academic standards or compromise core pedagogical components of a course.

- Question requests for accommodation, academic modifications, and/or auxiliary aids and services if they are unreasonable for one or more of the following reasons:
  - Pose a direct threat to the health and safety of others
  - Constitute a substantial change or alteration to an essential element of a course or program
  - Pose an undue financial or administrative burden on the entire university

## **Responsibilities**

Faculty members have the responsibility to:

- Provide students with equal access to educational programs and opportunities.
- Refer students to the Accessibility Services Office (ASO) if they mention a disability and/or the need for accommodation.
- Inform students that OWU has policies and procedures for accommodating students with disabilities (outlined above).
- Meet with and reply to students in a timely manner to discuss and implement accommodations.
- Provide reasonable accommodations and academic adjustments or modifications, which may not be the students' or faculty members' first or preferred choice.
- Submit course textbook orders in a timely manner for materials to be reproduced in alternative formats, and provide students with a list of course texts and other readings upon request.
- Submit exams and other assessments to the OWU Testing Center as far in advance as possible for materials to be reproduced in alternative formats.
- Protect students' anonymity by keeping disability information and materials in a secure place.
- Contact the ASO if questions or concerns arise regarding the appropriateness or implementation of accommodations.
- Include a statement in your course syllabus to encourage students to disclose their accommodation needs and to inform them about the procedure for requesting academic accommodations. The wording of a syllabus statement may vary from one course to the next but each should inform students about three primary student responsibilities: **1)** Register with the Accessibility Services Office; **2)** Meet with you, the faculty member, to discuss accommodation needs; and **3)** Request accommodation needs in a timely manner.