

# Disability Services

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## Student Handbook



**THE OHIO STATE  
UNIVERSITY**

OFFICE OF STUDENT LIFE



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## Accommodation Approval and Use

This handbook is an overview document and may include some accommodations which you are not currently approved to use. To use an accommodation, students must first be approved by their Access Specialist.

Please contact your **Access Specialist** if you plan on transferring campuses or taking classes at multiple campuses. Your Access Specialist can assist in the transition and connect you with the regional campus point-of-contact.

If your needs or circumstances change, you can communicate with your Access Specialist to explore adjustments to your approved accommodations.

## Notice of Operational Changes

Any changes or adjustments to SLDS operations or procedures will be communicated to you in various ways. Some methods of communication may include:

- Direct communication from SLDS staff
- A new e-agreement in AIM
- SLDS newsletter
- Website updates

## Confidentiality and Release of Information

- We view all materials pertaining to a student's disability as confidential. All disability-related information for students at The Ohio State University is housed within Disability Services. Registration with SLDS will not appear on transcripts.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information (e.g., diagnosis, medications).
- We will not share a student's medical information with university faculty or staff without the student's consent. SLDS will confirm registration and approved accommodations on a need-to-know basis.
- We will not disclose any student's medical or registration information to an employer or other outside organization without the student's permission.
- We will retain all disability documentation for six years after students leave the university.



## How to Request Accommodations

1. Review your syllabi at the beginning of the semester. Look at the requirements of each of your classes and consider your disability-related needs. Some accommodations may not be necessary for every class.
2. Log in to **AIM** to generate your Course Accessibility Letters. You and your instructors will receive your letters via email once classes are in session. Remember, accommodations are not retroactive, so be sure to generate your letters as early in the semester as possible.
3. Contact your instructors. In this communication, you do not need to disclose the specific nature of your disability.
4. Follow applicable procedures for your accommodations, as described on our **Requesting Accommodations Page**.
5. Keep in touch. Communicate promptly with your instructors throughout the semester as accommodation needs arise. Do not wait until days or weeks after you have an accommodation need. If you have any questions or run into any issues in this process, **contact your Access Specialist** promptly, as needs arise.

## Course Accessibility Letter

- A Course Accessibility Letter provides your instructors with an introduction to your accommodations and how the accommodation process works. It does NOT indicate your disability.
- After evaluating course requirements/design, you can customize your letters to only include the accommodations relevant to each class.

## Priority Scheduling

Undergraduate students registered with SLDS are typically approved for priority scheduling. This means you may register for classes before general registration. This does not apply to registration during first-year/transfer orientation. Priority scheduling for graduate students is approved on a case-by-case basis.

When scheduling your courses, please consider the following guidelines:

1. Meet with your academic advisor before your window opens.
2. Research available course offerings in advance so you are prepared once the window opens.
3. Consider your disability-related needs and issues when scheduling.

Your Access Specialist is not an academic advisor, but can assist you in balancing your courseload to better address your disability needs.



## Exam Accommodations

Exam accommodations apply to timed quizzes, midterms and finals. More specifically, exam accommodations apply to any timed written assessment designed to be completed in a single sitting and graded for accuracy.

Exam accommodations typically do not apply to lab work, homework/projects, untimed “take-home style” exams, OSCEs, dissertations or law school exams greater than eight (8) hours in length.

Exam accommodations may include, but are not limited to:

- Extended time
- Distraction reduced space
- Computer for word processing
- Assistive technology
- Accessible formats (e.g., Braille, Microsoft Word, enlarged print)
- Reader or scribe
- Access to restroom

## Options for Taking Exams

- Take your exam(s) in class without accommodations.
  - This is the default option that requires no action on your part.
- Take your exams with accommodations that are arranged by the instructor.
  - Discuss arrangements with the instructor.
  - For extended time in Carmen quizzes/exams, your instructor is responsible for adjusting your time allotted and availability window in Carmen.
- Schedule to take your exams at Disability Services.
  - Follow the instructions on the [Requesting Exam Accommodations Page](#).

## Scheduling Deadlines

Remember to schedule your quizzes and exams early in the semester by following the deadlines below:

- Quizzes/Midterms, first two (2) weeks of semester: Schedule ASAP.
- Quizzes/Midterms/Finals NOT during finals week, week three (3) and after: Must be scheduled at least seven (7) days in advance.
- All requests for exams occurring during the university’s finals week:
  - The deadline to place requests for exams occurring during the university’s finals week is generally three weeks before the first day of finals. Please refer to [slds.osu.edu](https://slds.osu.edu) for specific dates.



- 3-Day Testing Window (Exam Day +2 Business Days):
  - Faculty utilizing SLDS to proctor their accommodated exams are required to be flexible in allowing students to test within a 3-day window (exam day +2 business days).
  - You are expected to schedule on the class exam date and as close to your class time as possible, but due to the seat cap and scheduling conflicts, this will not always be feasible.

### **Late Scheduling**

Any request submitted after the deadlines above is considered late. Late scheduling requests cannot be guaranteed and require review by an Exam Services staff member. Approval is pending availability and resources. Late request determinations are sent to the student via email and cannot be overridden by faculty permission.

- Any testing requested submitted after 12 p.m. to test on the following business day, will automatically be denied. This includes requests placed after 12 p.m. Friday for testing the following Monday.
- Same-day testing requests will automatically be denied.

### **Final Exam Scheduling Deadlines and Notifications**

- Any quizzes/exams requested to occur during the university's finals week in the fall and spring semesters must be scheduled by the predetermined scheduling deadline (see Scheduling Deadlines above). This date will be provided, on the SLDS webpage, and you will receive email notifications of the scheduling deadline via the SLDS newsletter.
- The 3-day testing window (exam day +2 business days) is not applicable to final exams. These exams should be scheduled on the date(s) provided within the course testing agreement unless permission has been given to test on another date. Written permission from your professor will be required before SLDS can approve your request for dates not specified within the Course Instruction Template.
- During finals week, SLDS Exam Services typically operates on a block schedule. Exams with a duration of three (3) hours or less are typically scheduled to begin at 8:00AM, 11:00AM, 2:00PM, or 5:00PM. Exams with a duration greater than three (3) hours are typically scheduled at 8:30AM, 12:30PM, or 4:30PM. In order to coordinate all testing accommodations during Finals Week, Disability Services may need to adjust exam requests to start times outside of those mentioned above. A final notice of exam logistics (date, time, location) will be emailed to the student no less than two (2) weeks prior to the first day of the university's finals week.
- SLDS may not schedule your final exam on the same date/time that is listed in the syllabus, so you will need to be available all five (5) days of Finals Week. There may be times when you are scheduled to take a final on the last day of Finals Week, so do not make travel arrangements until after the last day.



- Though SLDS will attempt to approve your preferred exam date and time, final exams may need to be moved to ensure compliance with the course testing agreement, ensure exams are scheduled in the appropriate time block, and to ensure all testing accommodations are met. Your test date, time, and location will be determined and finalized no less than two (2) weeks prior to Finals Week. Notification will be sent to you via email. If you do not receive this email, it is your responsibility to contact Exam Services.
- Typically, you will receive confirmation emails for each of your final exams no less than two (2) weeks prior to the start of Finals Week. There may be exceptions to this and SLDS Exam Services may send you more than one email confirmation for a single exam. Be sure to view the most recent email confirmation sent to you or the Alternative Testing portal in AIM, as the date, time, and/or location of your final exam may have changed.

### **The Day of Your Exam (If testing with SLDS)**

- You must show a valid photo ID to Exam Services staff when checking in for a quiz/exam. BuckIDs and driver's licenses are acceptable.
- You should come prepared to take your assessments. You are responsible for your personal exam materials (e.g., pencil, calculator, laptop, tablet, charger, etc.). Though some testing supplies can be provided by SLDS staff, they cannot be guaranteed.
- Any restroom or drink breaks should be taken prior to check-in with Exam Services staff. Once checked-in, the student's exam time has begun, and no additional time will be given for restroom/drink breaks. Consideration will be given in extenuating circumstances.
- Unauthorized materials (e.g., notes, book bags, hats, mp3 players, cell phones, etc.) are not permitted in the exam space unless an approved accommodation is in place (e.g., memory aid, continuous glucose monitoring, etc.). Unauthorized materials should be left in your assigned cubicle or in the black tray outside of your testing space. Cell phones brought to Exam Services must be silenced or turned off. SLDS is not responsible for personal items brought to Exam Services.
- Except for a restroom break, you are not permitted to leave the testing area once you have begun the exam. All students should check in with a staff member if they need to leave their testing space.
- Understand that while Disability Services will meet your accommodation requests, specific testing locations cannot be guaranteed.
- If your exam is administered online, you should confirm application of your extended time before starting it. Contact your Access Specialist if you are having difficulty communicating with your instructor about applying your extended time.
- If you have content-related questions or concerns during your exam, you may request that an Exam Services staff member contact your instructor. If the instructor is unavailable, you may request to include a comment form with the exam. If you have a non-content-related question or concern, you may speak to an Exam Services staff member.



- Buckeyes value integrity. Staff monitor all exams via a closed-circuit video monitoring system or via an exam proctor. Proctors may inspect the exam environment to ensure academic integrity. If you are observed utilizing any unauthorized resource during an exam, our staff will bring this to your attention and will report our observations to the Ohio State Committee on Academic Misconduct and to the instructor.

### **Late Arrivals, No Shows, Rescheduling and Cancellations**

By using exam accommodations, you are expected to:

- Arrive on time for your exams. If you arrive more than 15 minutes late for your exam, whether online or paper based, you must either use the remaining time or contact your instructor for authorization to reschedule. There is no guarantee that the instructor will permit a makeup exam. If instructor permission is given to make up an exam at a different time, forward the approval to Exam Services ([slds-exam@osu.edu](mailto:slds-exam@osu.edu)) and a staff member will assist you with rescheduling. **Contact your Access Specialist** if a makeup exam is needed for a disability-related reason.
- If, for any reason, you decide not to take an exam with Disability Services, you should cancel your exam request through AIM.
- If you do not show up or contact SLDS regarding an absence for a scheduled proctored event, SLDS will notify the instructor and direct you to contact them for permission to reschedule. For students approved for Intermittent Flex Plans (IFP), the instructor must acknowledge the use of your Flex Plan and the flexibility permitted for the impacted assessment.

### **Policies Regarding Academic Misconduct**

- All testing spaces within SLDS Exam Services may be monitored via a closed-circuit camera. Exam video content is stored on a secured, on-site digital recording device maintained exclusively by Disability Services staff.
- You are NOT permitted to touch/move the proctoring cameras. If you are caught attempting to touch or block a camera, you will be reported to the instructor and a report will be filed with the Committee on Academic Misconduct (COAM).
- A staff member may come into any testing location at any time to perform a random integrity check.

Suspected academic misconduct will be documented by SLDS and reported to the course instructor and COAM. Any unauthorized notes and any scrap paper used during the exam will be copied and returned with the exam to the instructor, along with any video evidence.

### **Test Assistants**

- For students approved for the use of test assistant (reader/scribe) during an exam, scheduling by the deadline is of the utmost importance. Requests submitted late with the use of a test assistant cannot be guaranteed. A test assistant should only be requested if needed.
- If you originally scheduled a test assistant but decide later that you do not need one, please tell us so we can cancel the request.





- Test assistants are meant to assist with reading questions and/or writing responses. They may not assist with content related assistance or clarifications.
- Students using a testing assistant should arrive promptly at or before their scheduled start time. A test assistant will be available up to 20 minutes after the exam start time. If a student arrives more than 20 minutes late, their test assist cannot be guaranteed. Consideration will be given in extenuating circumstances.

### ***Expectations for Readers***

- Readers will only read what is on the printed page and cannot be asked to interpret, define, explain or reword questions.
- Readers can be asked to repeat information, so do not hesitate to ask.
- Readers need feedback from you to be effective. Let your reader know what reading tone, rate, etc. works best for you.

### ***Expectations for Scribes***

- Scribes will write down verbatim what you have dictated. The scribe is not responsible for organizing or paraphrasing your thoughts into a final draft.
- Scribes are responsible for general spelling and sentence ending punctuation. You are responsible for directing the scribe for any spelling of specific class related terminology or punctuation within sentences.

At any time, you will have the chance to review what the scribe has written by reading or having it read to you. If there are corrections, you will direct the scribe to make them.

## **Notetaking Support**

**The notetaking support accommodation** addresses disability barriers related to capturing real-time lecture or other course content.

### **Access to Lecture Slides in Advance**

- Communicate with your instructor early to plan the best way for you to receive the slides in advance.
- Talk with your Access Specialist if you are interested in learning more about how to maximize the use of slides in preparation for taking notes in class.

### **Use of Personal Notetaking Technology/Apps**

- You may record class meetings and use technology/apps to support the notetaking process. **Notetaking Technology Option Guide**
- These audio recordings are for your personal use only in preparation for class and exams. Sharing audio recordings with other people is not permissible.
- Audio recordings of course content may be considered intellectual property of the instructor and are subject to the Code of Student Conduct.
- You are expected to delete all audio recordings once they are no longer needed for your academic work.



## Peer Notetaking Services

- The notes received from a peer notetaker are supplemental to your own notes.
- You are expected to attend and participate in all classes to the best of your ability and health.
- This accommodation is designed for synchronous (real-time) class meetings. If you are considering being evaluated for a peer notetaker for an asynchronous course, you must contact your Access Specialist first.
- Notify your Access Specialist as soon as possible if the note-taker is not fulfilling their duties, or you no longer need the assistance.
- Proactive requests are important. You may not receive class notes taken prior to your requesting note-taking services.
- Note: SLDS cannot take steps to secure a notetaker for you until you have confirmed your request in AIM.

## Attendance and Deadline Modifications

SLDS offers a spectrum of Attendance and Deadline Modifications to best meet individual student needs:

- **One-Off Flexibility as Needed:** This accommodation is best suited for students who have had a recent history of stable symptoms which have not impacted classes (e.g., stable medical condition).
- **Intermittent Flex Plan (IFP):** Intermittent flex plans are best suited for students who have recurring acute episodes or medical treatments which interrupt their academics for 1-2 days at a time (e.g., migraines).
- **Remain-in-Class Plan:** This accommodation is approved on a temporary, as-needed basis for students who are experiencing a prolonged acute episode (e.g., significant depressive episode) or are needing extended medical treatment (e.g., partial hospitalization program). Students should be prepared to provide documentation regarding their prolonged absence.

### One-Off Flexibility as Needed

We will make note of this accommodation internally, but since you are unlikely to experience an acute episode which would affect your classes, this accommodation will not appear on letters and no proactive plan with faculty is needed. In the rare event of an acute episode, please contact your Access Specialist. They will work with faculty to handle the situation on a case-by-case basis.

### Intermittent Flex Plan (IFP)

Please visit [slds.osu.edu](https://slds.osu.edu) in addition to reading this section. This accommodation provides moderate flexibility for students who experience acute episodes or flare-ups which may interfere with one's ability to attend class or meet deadlines.

*Request Process:* An Intermittent Flex Plan is a written agreement between you and the instructor which outlines the approved flexibility for the course. **Visit [slds.osu.edu](https://slds.osu.edu) for instructions.** A flex plan cannot compromise the essential design and learning outcomes of the course. For guidance on determining flexibility in a given class, contact your assigned Access Specialist.



*Importance of Proactive Requests:* Flex plans should be requested as early in the semester as possible, ideally within the first few weeks of the course. Requests made after the first few weeks may impact the amount of flexibility that can be provided. Flex plans are not retroactive.

*Flexibility for Asynchronous “Weekly Participation” Assignments:* Flex plans are intended to address disability flare-ups in which you are able to resume your academic work within 1-2 days. Therefore, flexibility is not automatically applicable to asynchronous participation assignments which are open for a week, such as discussion board posts or short Carmen quizzes. You are expected to complete these quizzes/assignments within their standard timeframes. However, if you experience a hospitalization or significant flare-up and cannot resume your academic work within 1-2 days, or if you experience a flare-up on the due date, please contact your Access Specialist and instructor so that we can discuss options.

***When using the Intermittent Flex Plan, you are expected to:***

- Please be aware that depending on the design of the course, you may have different flex plans for different course components (e.g., lecture, lab, recitation). The flex plan should reflect that, if applicable.
- Thoroughly review the flex plan your instructor has forwarded to you. Contact your Access Specialist with any concerns you may have about the plan within five (5) days of receiving it. You are not alone in advocating for your needs.
- Only use the flex plan for disability-related acute episodes or essential medical treatment. Absences and missed assignments due to common illnesses, personal conflicts, executive functioning, avoidance coping or other reasons will be held to the standard course policies.
- Communicate promptly (on the day of the flare-up or within 24 hours) with your instructors in the event of a flare-up which impacts a course. The flex plan may not be applicable in situations where you did not give your instructor prompt notice of the flare-up.
- If you go beyond the terms outlined in the flex plan, the standard course policies take effect. Contact both your instructor and your Access Specialist in advance if you suspect that you will not be able to meet the terms of a flex plan. We will work with you and the instructor to determine the best path forward.

***Remain in Class Plan***

Inform your Access Specialist as soon as possible if you are experiencing a prolonged acute episode or extended medical treatment. Your Access Specialist will engage with your instructors to determine if there are options for you to still make academic progress in the course (e.g., asynchronous participation, deadline extensions, taking an incomplete). If no options are feasible, we will work with you and your advisor to explore other options, such as withdrawing from the course.



## Accessible Media

The Accessible Media team at SLDS is responsible for providing course materials in accessible formats.

### Text Conversion

- Course reading materials can be converted to accessible formats for students with print disabilities.
- Only required textbooks are converted by default; additional course materials (e.g., Carmen articles, recommended texts) can be converted upon request.
- Students must provide proof of ownership before we can release converted books.
- If you have questions about text conversion, please reach out to the **Accessible Media team** at [slds-altmedia@osu.edu](mailto:slds-altmedia@osu.edu).

### Video Conversion

#### *Audio Description*

- Audio description is a narration service that describes images in videos for individuals who are blind/low vision. With this accommodation, you may request audio description for class materials in a video format.
- These materials may include in-class videos, videos uploaded to Carmen and out of class required video/movie screenings.
- Audio description may include an assistant in class, an assistant for out-of-class viewing and/or written transcripts.
- The type of accommodation will be determined based on the class, video, and student need.

#### *Closed Captioning*

- Video captioning is the process of displaying text on a video presentation for additional and/or interpretive information.
- While every effort is made to proactively collaborate with instructors regarding captioning, sometimes files or videos are missed. Please notify your Access Specialist and the Accessible Media team if additional items need to be captioned.
- If you have any questions about captioning, reach out to the Accessible Media team ([slds-captioning@osu.edu](mailto:slds-captioning@osu.edu))



## **Conversion Policies and Reminders**

- Material conversion will not be started until you have entered the request in AIM.
- Conversion can be a time-consuming process, and delaying your request may delay the completion of your course materials.

## **Proof of Ownership**

Before we can release converted books to your folder, we are legally required to verify that you have a copy of the text, due to copyright laws. We are flexible about how you show proof of ownership. You may:

- Bring in a copy of the textbook.
- Bring an itemized receipt showing the purchase of the textbook.
- Forward a purchase confirmation email from an online retailer.
- Take a picture of the front of the book if you purchased it secondhand.
- Please keep in mind that sometimes the only way we can access a book electronically is through the publisher, and in those cases, publishers require submission of an itemized receipt.

## **JAWS, NVDA or VoiceOver Users**

- The Accessible Media team will contact you to coordinate proactive outreach to your instructors for each upcoming semester.
- The Media team will send your Course Accessibility Letters on your behalf after you schedule for the upcoming term. This allows us to proactively coordinate your accessible media requests.
- Monitor your BuckeyeMail for communication from the Accessible Media team and your Access Specialist.



## Assistive Technology

Disability Services staff are available to you for consultation and training on various assistive technologies to support you in your academics. These technologies include:

- Built in text-to-speech software available on **Mac**, **Microsoft Office** (Word, Outlook, PowerPoint, OneNote) and **Microsoft Edge**
- Built in speech-to-text and dictation software available on **Mac**, **Windows** and **Microsoft Office** (Word, Outlook, PowerPoint, OneNote)
- PDF accessibility software through TextHelp's **OrbitNote**
- Reading and Writing Enhancement/Literacy Software through TextHelp's **Read&Write**
- Digital audio notetaking support through **Genio**
- Physical audio notetaking support with **LiveScribe Smartpens**
- The Freedom Scientific suite of accessibility technologies including:
  - Screen reader software with **JAWS**
  - Screen enlargement software with **ZoomText**

Assistive technologies like JAWS, ZoomText and Read&Write are available throughout campus on available university-owned machines like those found in the libraries.

If you would like training in any of the listed assistive technologies, please contact Student Life Disability Services at (614) 292-3307 or [slds@osu.edu](mailto:slds@osu.edu) or visit [this link](#) to schedule an appointment with SLDS Tech Support.

## Interpreting and Transcribing

Disability Services coordinates interpreting or transcribing services for registered students who are D/deaf or hard of hearing.

*Interpreting Services* – A team of American Sign Language interpreters will interpret all University-related activities.

*Transcribing Services* – A team of transcribers will transcribe all University-related activities. You may access the transcript in real time from a second device. Transcripts are not verbatim.

Transcribers will upload transcripts to AIM within two business days, unless otherwise notified. Edited transcripts are provided only for students approved for transcribing services.



## **Interpreting/Transcribing Policies and Reminders**

- If you have a personal device you'd like to use, you're welcome to do so.
- If you are working with an OSU transcriber, we can provide a device for you to borrow during class.
- If you are using a remote transcriber or agency, you will need to provide your own device.
- If you are having difficulty securing a device, please reach out to your assigned Access Specialist for support.
- Without notification, interpreters/transcribers will wait 20 minutes before leaving an assignment.
- If you need to cancel interpreting or transcribing for any reason, please email [interpretingandtranscribing@osu.edu](mailto:interpretingandtranscribing@osu.edu) with the class or event name, date, and time.
- Communicate with the Lead Interpreter/Transcriber promptly about any problems with communication access or any special requests.
- Communicate with the Lead Interpreter/Transcriber using your Ohio State email account.
- Interpreting and transcribing will occur only when the student is present.
- Interpreters and transcribers are language facilitators, not active participants in lecture and group work.
- Our interpreters and transcribers default is to leave promptly at the end of class. If you need to stay after for any reason, please let them know as soon as possible so that they can adjust their schedules accordingly.
- If you are approved for transcribing, the transcripts will be uploaded to AIM within 48 hours.

## **Lab Assistants**

Lab Assistants are SLDS employees who assist with mechanical/dexterity tasks that prove inaccessible to the student with a disability.

### **Lab Assistants will:**

- Receive instruction, if needed, regarding your disability-related needs from you and/or your assigned Access Specialist.
- Perform only those tasks directed by you. They will NOT prompt or guide you in performing a lab task unless the task is dangerous. You are responsible for all information about actual lab processes and procedures.
- Inform our office if they are ill or otherwise unable to attend a session. We will coordinate a substitute lab assistant to take their place.

## **Absences and Troubleshooting**



- Contact your assistant immediately if you cannot attend a lab session.
- If you fail to show up twice for a lab and do not inform the assistant ahead of time, the assistant is authorized to discontinue assistance. To reinstate services, you must meet with your assigned Access Specialist.

## **Course Substitutions**

- We support petitions for course substitutions in cases of foreign language, quantitative or other non-major specific course requirements as a reasonable accommodation if disability documentation supports the petition and if the course(s) in consideration is (are) not essential to your major.
- There must be evidence in the documentation that disability has a significant impact on the learning of the coursework in question.
- Each request is considered on a case-by-case basis.
- You should submit all petition materials to your academic advisor.
- The college – not Disability Services – reviews all curriculum modifications. Although your Access Specialist may provide a letter and assist with the application process, the decision ultimately rests with the college or department.
- Substitutions are not automatically supported for persons who may have had substitutions or waivers of a course requirement from other institutions.
- If you anticipate needing a substitution, you should begin the process at least a full semester prior to the semester you desire to take the course substitution(s).
- You are still responsible for fulfilling the credit hours for the course.
- If the substitution is approved, you will be required to take an equivalent class determined by your academic advisor.

## **Referral Accommodations**

SLDS can communicate recommendations for housing, parking, and dining accommodations.

### **Housing Accommodations:**

Contact SLDS to discuss options for housing accommodations (e.g., single room, wheelchair access, emotional support animal). SLDS cannot terminate housing contracts or accommodations for off-campus housing. Students may wish to connect with **Off-Campus and Commuter Student Engagement Office** for support relating to living off-campus and commuting. SLDS will review reasonable requests for accommodations within the residential program on campus. If you have a housing request, please contact your assigned Access Specialist, or visit the **SLDS Housing Requests webpage** for resources and process information.

### **Parking Accommodations:**

Contact SLDS to discuss options for disability parking or for on campus parking needs





for a disability related need. Visit CampusParc's [ADA Accessible Permits page](#) for more information regarding disability parking on campus. They also offer a [map of accessible parking spaces on campus](#). If you have a parking related accommodation request, please contact your assigned Access Specialist.

### **Dining Accommodations:**

Visit the [Dining Services website](#) to discover which locations offer food items that best suit your dietary needs. Contact a nutritionist at Dining Services via [dining@osu.edu](mailto:dining@osu.edu) for more information.

## **Voter Registration**

Ohio State provides several opportunities for all students to register to vote. Visit [the OSU Votes website](#) for more information.

### **Voter Registration at Disability Services**

Disability Services is a designated voter registration site; voter registration forms and other information about voting are available from your Access Specialist. The forms are also available in the front reception area. *Note: Already registered voters must submit a new form if you have changed your name or address since the last time you voted or if you have not voted in the last four years.*

- Any resident of Franklin County in Columbus, Ohio, can register to vote using the forms found at Disability Services.
- For Ohio residents outside of the Franklin County area, you can vote via an absentee ballot. Your Access Specialist has information on how you can contact your local Board of Elections.
- If you are from another state, you must obtain an absentee ballot from your home county and state. The national voter registration form is also available so that any student from any state can register to vote at Disability Services. This form must be sent back to your home state for voter registration purposes.

## **Emergency Procedures**

To ensure your safety, develop an emergency plan or a strategy in advance. How you respond to an emergency depends on:

- the type of emergency
- your specific disability
- the location of your classes
- where you work or live on campus

## **Students with mobility impairments**



Elevators provide access for students with mobility impairments to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be dangerous and often cease working. Furthermore, elevators have been known to break down at times leaving people with mobility impairments stranded on upper floors. As a result, it is unlikely that you will be able to evacuate without the assistance of others. The following steps can help to ensure your safety in an emergency:

1. *Make a plan*

For every building in which you have class, work, or live on campus, locate an area or refuge, which could include a stairway or an adjacent classroom/room with a fire rated door and walls, where you will await rescue during a fire.

2. *Inform others of your plan*

In most instances, this should be the instructor of your class, your resident advisor (RA), or your supervisor. Let him or her know the location (i.e., classroom in the Northwest corner of this floor) you have selected to await rescue personnel in the case of an emergency.

### **Students with visual impairments**

As a student with a visual impairment, you should develop a plan of action for emergency situations as well. An ideal time to develop this plan is at the start of each semester as you work with an orientation and mobility specialist to locate your classrooms. Students may consider working with a building coordinator who can provide alternative routes to review in case of an emergency.

### **Students with seizure disorders**

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor to your condition and how you wish for them to respond. Let them know what to expect if you were to have a seizure during class and under what circumstances it would be necessary to call for an ambulance. Please note that it is standard policy for instructors to notify EMS. For additional information, you should refer your instructor to SLDS.

### **Important Note:**

For any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency, it is important to indicate your specific evacuation needs (e.g., you use a wheelchair or have breathing or stamina difficulties).

## **Disability Services Grievance Procedure**

The University and The Office of Student Life Disability Services (SLDS) support you in your right to file a grievance when you believe you have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids or effective communication or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act (ADA) of 1990 or the Ohio Administrative Code 4112-5-09: Discrimination against persons with disabilities in institutions of higher education.

The general grievance procedures, which apply to all students, are available to students with



disabilities. The grievance procedures listed below are additional procedures that apply to students with disabilities who feel their rights have been violated under 504 and ADA.

### **Resolving Conflicts with the University, Faculty or Staff, University Department, Program, Organization, including Disability Services**

1. Students are encouraged to discuss their concerns with their SLDS Access Specialist as their first step.
2. If either the student or the Access Specialist thinks that a satisfactory resolution to their conflict is still not reached, the student may consult with the SLDS Director or designee. The Director will work with SLDS staff or do an independent review of your situation to find a resolution.
3. If a satisfactory resolution is still not reached, the student may notify the Ohio State Civil Rights Compliance Office (**CRCO notification form**). CRCO staff will evaluate the complaint and determine an appropriate resolution.
4. If the complaint is not resolved at the university level, the student may choose to file a complaint with the Federal Office for Civil Rights, The Ohio Civil Rights Commission or Disability Rights Ohio. These entities will take complaints and will investigate when appropriate.

### **Resolving Alleged Discrimination by Another Student**

In situations where students allege discrimination by another student, students may file formal charges under the Code of Student Conduct. Please refer to the policy and procedures in the Student Handbook. Contact the Office of Student Conduct for further information.

### **Contact Information**

***Student Life  
Disability Services***

098 Baker Hall  
113 W. 12th Ave.  
Columbus, OH 43210-1297  
Voice: (614) 292-3307  
VRS: (614) 429-1334  
FAX: (614) 292-4190

***Student Conduct***

550 Lincoln Tower  
1800 Cannon Dr.  
Voice: (614) 292-0748

***Ohio State Civil Rights  
Compliance Office***

Voice: (614) 247-5838  
TTY: (614) 688-8605

***Ohio Civil Rights  
Commission***

Voice: (614) 466-2785  
TTY: (614) 752-2391  
FAX: (614) 466-6250

***ADA Coordinator's Office***

1501 Neil Ave  
Columbus, OH 43201-2126  
Voice: (614) 292-6207  
TTY: (614) 688-8605  
FAX: (614) 688-3665

***Non-Ohio State Offices******Federal Office for  
Civil Rights***

Voice: (800) 368-1019  
TDD: (800) 537-7697  
FAX: (312) 886-1807

***Disability Rights Ohio***

Voice: (614) 466-7264  
TTY: (614) 728-2553  
FAX: (614) 644-1888  
FAX: (614) 644-1888

**Code of Student Conduct**

To best serve our students, Disability Services staff expect everyone to be courteous and appropriate to one another. Profanity, aggression (verbal or physical), threats, yelling, slamming doors or items, failing to comply with Disability Services guidelines, etc. are considered unacceptable due to the disruption of other students and staff in providing services and academic accommodations.

The same general expectations of behavior apply to all students, including those with disabilities. Students registered with Disability Services must adhere to the policies and guidelines stated in the Code of Student Conduct. These policies apply to academic and non-academic behavior on and off campus. Disruptive and disorderly conduct or failure to comply with the guidelines and expectations of the university's Code of Student Conduct and Disability Services may result in filing a complaint with Student Conduct or contacting the police.

To refer to the Code of Student Conduct, please visit [Student Conduct's website](#). Feel free to discuss any questions, comments, or concerns with your assigned Disability Services Access Specialist.

**Campus and Community Resources**

There are several resources on campus for assistance with:

- Test Anxiety Help
- Disability Access Resources
- Mental/Physical Health Resources
- Tutoring/Academic Support
- General Campus Resources
- Scholarships