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**Accommodation Approval and Use**

This handbook is a comprehensive document and may include some accommodations which you are not currently approved to use. In order to use an accommodation, students must first be approved by the Office for Disability Services (ODS).

Please contact ODS if you plan on changing campuses or taking classes at multiple campuses. We can assist in the transition and connect you with the appropriate campus point-of-contact.

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

**Notice of Operational Changes**

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

* Direct communication
* A new e-agreement in AIM
* 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 in Disability Services. Only staff working in Disability Services have access to these files. Registration with ODS 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. ODS 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.

1. Login 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.

1. Contact your instructors. In this conversation, you do not need to disclose the specific nature of your disability.

1. Follow applicable procedures for your accommodations, as described on our Requesting Accommodations Page.

1. Keep in touch. Communicate with your instructors throughout the semester. If you have any questions or run into any issues in this process, contact ODS.

**Course Accessibility Letter**

* A Course Accessibility Letter provides your instructors with an introduction to your approved 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 ODS receive priority scheduling. This means you may register for classes before general registration opens. This does not apply to registration during freshman/transfer orientation. Priority scheduling for graduate students is applied on a case-by-case basis.

When scheduling your courses, please consider the following guidelines:

* Meet with your academic advisor *before* your window opens.

* Research available course offerings in advance so you are prepared once the window opens.

* Consider your disability-related needs and issues when scheduling.

* ODS representatives are not academic advisors but may be able to assist you in balancing your course load to better address your disability needs.

**Exam Accommodations**

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

1. Take your exams without accommodations.

* This is the default option that requires no action on your part.

1. Take your exams with accommodations 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.

1. Schedule to take your exams at Disability Services.

* How-to: [Test scheduling with ODS on the Marion campus](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:5fcce69d-9d0a-3125-b4c9-a16b6d44879a)

Final Exam Scheduling and Notifications

* Finals occurring during Finals Week must be scheduled *at least* two full weeks in advance (confirm deadline with ODS).

* During Finals Week, exams will be scheduled at the following start times: 8 am, 11 am, 3 pm, and 6 pm (if necessary). Contact ODS if these start times will not work with your schedule.

The Day of Your Exam (if at ODS)

* Be prepared to show your photo ID to staff when checking in to take an exam. BuckIDs and driver’s licenses are acceptable.
* Bring your own personal exam materials (e.g., pencil, calculator).

* Store unauthorized materials (e.g., cell phone, notes, book bags, hats, mp3 players, cell phones) in your book bag. Silence all personal devices.

* Staff monitor all exams via a closed-circuit video monitoring system or 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 OSU Committee on Academic Misconduct (COAM) and to the instructor.
* You are expected to stay within the testing area until your exam is complete. If you need a restroom break, please notify a staff member.

Late Arrivals, No Shows, Rescheduling and Cancellations

By using exam accommodations, you are expected to:

* Show up on time. If you arrive more than 30 minutes late for your scheduled exam, you must either use the remaining time or contact the instructor for authorization to reschedule. There is no guarantee that the instructor will permit a makeup exam. Contact ODS if a makeup exam is needed for a disability-related reason.
* Confirm application of your extended time for online exams prior to beginning the exam. Contact ODS if you are having difficulty communicating with your instructor about applying your extended time.

* Cancel your exam request by emailing [marionds@osu.edu](mailto:marionds@osu.edu) if, for any reason, you have decided not to take your exam at Disability Services.

Policies Regarding Academic Misconduct

* All testing spaces are monitored via a closed-circuit camera. Exam video content is stored on a secured, on-site digital recording device that is maintained exclusively by Disability Services staff.

* You are NOT permitted to touch/move the cameras that are located in office suite/testing space. If you are caught moving a camera you will be reported to the instructor and may be charged with academic misconduct.

* A staff member may come into any testing location at any time to perform a random integrity check.

* Any suspected evidence of cheating will be documented by DS and reported to the appropriate faculty member 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 (Readers/Scribes)

* You must request test assistants by the scheduling deadline for the exam (see website for details). Only request a test assistant if needed.

* If you originally scheduled a test assistant but decide at a later date that you do not need one, please let us know so that we can cancel the request.

Expectations for Readers

* Readers can be asked to repeat information, so do not hesitate to ask.

* Readers will only read what is on the printed page and cannot be asked to interpret, define, explain or reword questions.

* 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 opportunity to review what the scribe has written either 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 ODS 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 use technology/apps to support the notetaking process. [Notetaking Technology information](https://slds.osu.edu/what-we-do/student-accommodations#_note)
* 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.

**Attendance and Deadline Modifications**

ODS 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: Formerly known as “ADM Agreements”, 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).

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 ODS. They will work with faculty to handle the situation on a case-by-case basis.

Intermittent Flex Plan (Formerly ADM Agreements)

This accommodation provides moderate flexibility for students who experience acute episodes or flare-ups which may require them to miss class or deadlines.

**Request Process**: An Intermittent Flex Plan is a written agreement between you and the instructor which outlines the approved flexibility for the course. A flex plan cannot compromise the essential design and learning outcomes of the course. For guidance on determining flexibility in a given class, contact ODS.

**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 exams/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 ODS and instructor so that we can discuss options.

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

* Proactively submit your Intermittent Flex Plan requests in AIM. Flex plan requests made midway through the semester may not apply to absences, late assignments, lost participation points, etc. from earlier in the semester.
* 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 ODS with any concerns you may have about the plan. 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 with your instructors in the event of a flare-up which impacts a course. The flex 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 ODS 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. ODS 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 options, such as withdrawing from the course.

**Accessible Media**

ODS 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.
* Contact ODS to request an accessible textbook or course materials, please allow approximately 10-14 days for turnaround.
* Students must show possession of the text before we can release converted materials.

**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.
* Contact ODS to request an audio description, please allow approximately 10-14 days for turnaround.

Closed Captioning

* Video captioning and subtitling are available for students who are D/deaf or hard of hearing. It 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 contact ODS if additional items need to be captioned.

**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:

* Scan-to-Speech, Text-to-Speech and Web-to-Speech software, that utilizes bi-modal output via computer-generated voice
* Voice Recognition Software (e.g. Dragon Naturally Speaking, Windows Speech Recognition)
* Reading and Writing Enhancement/Literacy Software (e.g. Read and Write)
* Screen reader software (e.g. JAWS)
* Screen enlargement software (e.g. ZoomText)
* Miscellaneous software suites: MATLab, SPSS, MiniTab
* All standard internet browsers: Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome
* CCTV text magnification systems
* Printer access for note-takers
* Scanners
* Alternative navigation programs
* Adaptive mice and keyboards (upon request)
* MATLAB and Minitab
* SPSS statistical analysis software

Core assistive-technologies JAWS, ZoomText and Read and Write are available in many locations at The Ohio State University at Marion.

If you need training in the use of the assistive technology located on campus, please contact the Office for Disability Services at (740) 725-6247 or marionds@osu.edu.

**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 provide transcripts, unless otherwise notified. Transcripts are provided only for students approved for transcribing services.

Interpreting/Transcribing Policies and Reminders

* Notify your interpreter/transcriber when you will be late or absent. Without notification, interpreters/transcribers will wait 20 minutes before leaving an assignment.
* Communicate with the interpreter/transcriber promptly about any problems with communication access or any special requests.
* Communicate with the interpreter/transcriber using OSU email account.
* Interpreting and transcribing will occur only when the student is present.
* Interpreters/transcribers will not provide transportation for students.

**Lab Assistants**

Lab Assistants 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 ODS.

* 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 ODS.

**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 the 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 ODS 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.

**Voter Registration**

Ohio State provides opportunities for all students to register to vote.

Voter Registration at Disability Services

Disability Services is a designated voter registration site; voter registration forms and other information about voting are available from ODS. *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 Ohio resident can register to vote using the forms found at Disability Services.

* For Ohio residents outside of the Marion County area, you can vote via an absentee ballot. ODS has information on how you can contact your particular 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**

In order 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 very 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.

1. Inform others of your plan

In most instances, this should be the instructor of your class, ODS, and/or your supervisor. Let them 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. This information is shared with local emergency responders.

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 ODS to locate your classrooms.

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. For additional information, you should refer your instructor to the Disability Services Faculty Handbook, which provides some brief instructions on how to react to a seizure.

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 for Disability Services (ODS) 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 ODS staff as their first step.
2. If either the student or the ODS staff thinks that a satisfactory resolution to their conflict is still not reached, the student may consult with the SLDS Director or designee.
3. If a satisfactory resolution is still not reached, the student may notify the Office of Institutional Equity (OIE) (OIE notification form). OIE 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 (formerly the Ohio Legal Rights Service). 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 have the option of filing 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**

**Marion Campus**

Office for Disability Services

128 Maynard Hall

1465 Mount Vernon Avenue

Marion OH 43302

Voice: 740-725-6247

VRS: 614-426-1334

Fax: 740-725-6358

[marionds@osu.edu](mailto:marionds@osu.edu)

Student Life/Student Conduct (Marion Campus)

106 Alber Student Center

1465 Mount Vernon Avenue

Marion OH 43302

740-725-6206

<https://osumarion.osu.edu/current-students/student-life>

**Columbus Campus**

Student Life Disability Services ADA Coordinator’s Office

098 Baker Hall 21 E 11th Ave

113 W. 12th Ave. Columbus, OH 43201-2126

Columbus, OH 43210-1297 Voice: (614) 292-6207

Voice: (614) 292-3307 TTY: (614) 688-8605

VRS: (614) 429-1334 FAX: (614) 688-3665

FAX: (614) 292-4190

Student Conduct Federal Office for Civil Rights

550 Lincoln Tower Voice: (800) 368-1019

1800 Cannon Dr. TDD: (800) 537-7697

Voice: (614) 292-0748 FAX: (312) 886-1807

Ohio Civil Rights Commission Disability Rights Ohio

Voice: (614) 466-2785 Voice: (614) 466-7264

TTY: (614) 752-2391 TTY: (614) 728-2553

FAX: (614) 466-6250 FAX: (614) 644-1888

**Code of Student Conduct**

In order to best serve our students, Disability Services staff expects 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.

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 contacting the Office of Student Conduct or the police. 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.

To refer to the Code of Student Conduct, please visit the website of the Office of Student Conduct at <https://studentconduct.osu.edu/>. 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