**Purpose**

The Office of Disability Services (ODS) provides reasonable accommodations to ensure that students with disabilities have access to Western Oregon University (WOU) and its programs; through intentional interventions, programs, and services in order that WOU will meet federal requirements, encourage personal growth, and increase effective communication for our students.

**Audience**

The Office of Disability Services provides reasonable accommodations for people with documented disabilities but access is the responsibility for all students, employees and volunteers of WOU.

**Definitions**

**ADA**: Americans with Disabilities Act  
**ODS**: Office of Disability Services

**Policy Statement**

In order to receive accommodations, academic adjustments and/or auxiliary aids, students must provide the Office of Disability Services with documentation of their disability related to requested accommodations. Documentation must be from a certified professional in the field of the disability. An individual with a disability is a person, who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, being regarded as having such impairment.

**Procedures**

The Office of Disability Services requests each student with a documented disability to provide clear documentation that supports the connection between one's major life activity impact and the
academic accommodations needed for equal access.

Definition of a major life activities include but is not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Acceptable forms of documentation provided by a certified professional in the field of the disability. Documentation shall include the following: diagnosis, functional limitations, date of onset, medication information as applicable and recommendations for accommodations, academic adjustments and/or auxiliary aids. Documentation received, information gathered in interviews and collected from completed forms containing information regarding disability status shall be kept confidential.

Examples of acceptable documentation include but are not limited to:
- Deaf and Hearing Impaired: Audiogram and/or audiologists report.
- Visually Impaired: Ophthalmologist report documenting eye medical disorder and disease.
- Psychological Disability: Diagnosis from DSM V
- Medical Disability: Documentation of disease, illness, or impairment.

**FORMS**

N/A

**AUTHORITY**

Western Oregon University in accordance with Section 504 of the Rehabilitation Act of 1973, the American’s with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008 and the 2010 ADA Standards for Accessible Design

**RESPONSIBILITY**

The Office of Disability Services is responsible for this policy and may be contacted at 503.838.8250 or ods@wou.edu.

Alternate formats of this policy may be requested from the Office of Human Resources.