


<b>Policy:</b> <b>Provision of Support Services and Accommodations: Community Members</b>	
<b>Issuing Department:</b> <b>Office of Disability Services</b>	
<b>Date last revised:</b> <b>March 2011</b>	

## **PURPOSE**

The Office of Disability Services (ODS) provides reasonable accommodations, academic adjustments and auxiliary aids to ensure that students and community members with disabilities have access to Western Oregon University and its programs.

## **POLICY**

These accommodations are to ensure full accessibility to activities on WOU's campus that are available to the community. In this case, community members refer to persons who utilize and attend WOU functions but are not WOU students, faculty or staff.

## **PROCEDURES**

It is the intent of the Office of Disability Services to make individual departments and divisions as self-sufficient as possible when they provide accommodations to community members with disabilities.

### **Auxiliary Aids:**

An auxiliary aid is a service or device that persons with disabilities can use to overcome some or all of the limitations caused by a disability. Auxiliary aids include, but are not limited to, sign language interpreters, notetakers or materials needed in an alternate format.

1. ODS must be contacted immediately once a campus office or department has been notified that an auxiliary aid for an event is needed. Questions the Office of Disability Services will ask include: What is the name and phone number of the person needing an accommodation? What accommodation did he / she request? What is the event, when is the event (day, date, beginning and ending time), where is the event and is the event formal or casual?
2. Interpreters and notetakers can be provided in most cases within 72-hours notice. However, if it is an on-going event or an event that requires the use of several interpreters, at least 2 weeks advance notice is needed. If the event needing an

interpreter is a play, all-day conference, or workshop, then a minimum of three weeks notice is needed. The ODS will also need copies, in advance, of scripts, keynote speeches, poems or other materials to give to the interpreters.

3. To receive books/materials in alternative format, the office needs a minimum of 2-4 weeks notice.
4. If an office learns that an accommodation is no longer needed, the ODS needs to be informed immediately so that services can be cancelled. There is an obligation to pay for unused services if they are not cancelled or are cancelled with less than 24-hours notice.
5. Any problems with the provision of accommodations, academic adjustments and auxiliary aids should be reported immediately to the director of ODS at 838-8250.

## **AUTHORITY**

Western Oregon University is in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990, ADA Amendments Act 2008 and Oregon Revised Statute 659.405.

## **RESPONSIBILITY**

Office of Disability Services, ADA Coordinator, supervisors and employees

Date of next review: <b>March 2013</b>
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Alternate formats of this policy are available from the Office of Human Resources.