Policy: **Provision of Educational Auxiliary Aids**	
Issuing Department**:** **Office of Disability Services**	
Date last revised: **May 2006**	

PURPOSE

One of the functions of the Office of Disability Services (ODS) is to coordinate the provision of educational auxiliary aids to enable students with disabilities to participate in the college's educational programs and activities.

POLICY

All new students with disabilities are strongly encouraged to contact ODS prior to coming to campus and are required to make an appointment with the Director of Disability Services prior to requesting services. While such meetings can be arranged at SOAR (Student Orientation, Advising, & Registration) in July, during New Student Week in the fall, or at the student's earliest opportunity to come to campus, it is to the student's advantage to meet with the Director and request services as soon as possible if services are expected on the first day of class. Students returning to Western Oregon University are responsible for initiating contact with the Disability Office to request services needed.

All requests for educational auxiliary aids (support services) for regularly scheduled classes, must be requested in writing on the green support services request form provided by ODS. The form must be completely filled out by the student. Because of the possibility of error, verbal requests for educational auxiliary aids will not be accepted unless the Director determines an emergency situation exists. If you are adding or dropping a class, complete the salmon "Add/Drop" form. For campus events, meetings, sessions, etc., complete the pink "Interpreter Request" form. All requests are to be turned in to the Disability Services secretary.

If educational auxiliary aids are requested that are not regularly provided by ODS, the office needs at least six weeks notice to ensure provisions of that service.

Registration is mandatory for students expecting to have educational auxiliary aids on the first day of class. Requests for educational auxiliary aids should be made immediately after registration. This includes registration at SOAR. If written requests are not made immediately after registration, ODS cannot guarantee that services will be available when requested, though all efforts will be made to provide services as quickly as possible.

Students must recognize that ODS receives a large number of requests from many students at the same time and, thus, it may take one week or longer for ODS to schedule a service provider.

For requests for an educational auxiliary aid for an out of classroom activity (lecture, club meeting, etc.), Disability Services requires a minimum of 48 hours advance notice. However, educational auxiliary aids will be provided as quickly as possible and will be dependent upon the availability of service providers.

It is your responsibility to notify the director's secretary in the Disability Office if you will not be attending a class meeting, event, etc., for which you have requested an interpreter or a notetaker. (See the ODS "No Show Policy") Interpreters/Notetakers will wait outside the classroom for you to arrive. If you are late, they will wait 10 minutes each hour of class time (15 minutes for 1-1/2 hour class). If you do not show by the specified waiting time, the interpreter/notetaker will leave.

Any problems with the provision of educational auxiliary aid, including service providers failing to show up or perform duties adequately, must be reported immediately by the student with disabilities to the Director of ODS.

PROCEDURES

In order to implement this policy, the Disability Office follows these procedures:

1. ODS initiates contact with all disabled students who so identify themselves who are new to Western Oregon University.

   a. When Students apply to Western Oregon University, the Admissions application allows them to indicate it they are disabled and wish services of any type.

   b. When such information is received by the Admission's Office, it is immediately forwarded to ODS.

   c. ODS then writes a personal letter to the student welcoming him/her to campus, including information about the ODS, a copy of the Policy of Provision of Educational Auxiliary Aids, and the Disability Service brochure.

2. The Director for ODS meets with each new disabled student who has been identified. Such a meeting should occur in conjunction with SOAR or at the earliest date that the student can come to campus if services are expected on the first day of class. The means by which a student requests educational auxiliary aids, the necessity of pre-registration, and other important information will be provided to the students again at this time.

3. Students returning to Western Oregon University are responsible for initiating contact with the ODS. Continuing students must pre-register for classes for the upcoming term if they expect to have services by the first day of classes. Preregistration is widely publicized to students and is open to all continuing students.

4. Once the completed request form for educational auxiliary aids has been submitted, ODS will begin to schedule services.

5. The ODS notifies and informs the campus of its existence in the following ways:

   a. The location and telephone number of the office are listed in the campus telephone directory and the university's catalog. Further, organizational charts of the campus administration, which are distributed in various ways across campus, represent the ODS as being part of the Division of Student Affairs which reports to the President.

   b. Handouts explaining the process for requesting services through ODS are readily available in the Disability Office and are handed out at SOAR, New Student Week, and other appropriate times.

   c. The Director of ODS periodically goes to faculty meetings throughout the campus to inform faculty about the office and the services provided. Faculty are encouraged to refer students in their classes who may not be utilizing the office.

   d. Disabled students who have made themselves known to the university are informed verbally and in writing of the policies of the Disability Office.

6. ODS will immediately investigate any reports of service providers not performing their duties adequately. Appropriate steps will be taken to rectify any problems which are found.

7. ODS maintains a log that identifies students requesting educational auxiliary aids from the office, the course or other educational activity for which the aid is requested, the assigned provider of the educational auxiliary aid, the date of dates the aid is needed, and the date on which the educational auxiliary aid was initially provided.

8. In the absence of the Director of ODS, primary responsibility for coordinating the provision of educational auxiliary aids will remain with an office staff member appointed by the Director during short absences and with a staff member appointed by the Vice President for Student Affairs during long absences.

TIME LINES

1. Student requests are received in writing and date stamped.

2. A minimum of five days to two weeks are required for scheduling service providers. PLEASE NOTE THAT DURING BUSY TIMES, SUCH AS THE BEGINNING OF A TERM, THE SCHEDULING OF SERVICE PROVIDERS MAY TAKE EVEN LONGER THAN TWO WEEKS, AS IT MAY BE NECESSARY TO RECRUIT AND HIRE ADDITIONAL SERVICE PROVIDERS. Therefore, late requests for services may result in delayed provision of services. This is especially critical during fall term.

3. Services are available at requested time (except in cases of unexpected occurrences or emergencies) if written requests are made according to above procedures.

AUTHORITY

Vice President for Student Affairs

APPROVAL

Office of Disability Services (ODS)

Date of next review: **May 2011**

Alternate formats of this policy are available from the Office of Human Resources.