Americans With Disabilities Act (ADA)

Policy on Services for Individuals with Disabilities

(In compliance with Section 504 of the Americans with Disabilities Act and the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA))

General Policy: Southeastern Oklahoma State University complies with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504 which states, “No otherwise qualified person with a disability in the United States…shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

Definition of a person with a disability: A “person with a disability” is someone with an impairment that substantially limits one or more major life activities, has a record of such impairment; or is regarded as having such an impairment.

1. The Campus Coordinator assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no individual with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of reasonable accommodations.

2. To request accommodations for any public program or service at Southeastern, contact either the Campus Coordinator or the department in charge of the program or service for assistance.

3. The ADA Compliance Committee is a required committee by the Oklahoma State Regents for Higher Education which consists of representatives from Council of Deans (1), Compliance Officer (1), Coordinator of Student Disability Services (1), Director of Safety and Security (1), Physical Plant (1), Campus Coordinator (1), Faculty (2), Student Government Association (1), Students (2), Campus Security (1).

Policy for Students: Students should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate those needs and requests:

1. Students must be admitted to and/or enrolled in the University to request accommodations.

2. Students requiring accommodations should first contact the Coordinator of Student Disability Services located in the Student Union, Suite 204 or call 580-745-2254. All students should be prepared to provide documentation of disabilities and needs. Documentation is subject to verification by the University. (This process remains unchanged under the ADAAA.)

3. Requests that require special funding, such as a need for specific software, adaptive equipment, memberships to the RFB&D), etc., will be assessed for possible resources that might already provide for the request, such as Voc Rehab, TRS, DARS, TCOG, RFB&D, Oklahoma Library for the Blind, etc. If not duplicating an available resource, the University will provide reasonable accommodations for the documented request.

4. In conjunction with the Campus Coordinator and the faculty consultant, the Coordinator of Student Disability Services will make a case–by–case determination of the student’s educational need for any requested auxiliary aids, accommodations, and/or other special services determined to be necessary. These services, and equipment (if deemed appropriate), will be provided at no cost to the student.

Policy for Faculty, Staff, and Job Applicants: Faculty and staff and/or job applicants who need accommodations should contact the Campus Compliance Officer in the Office of Human Resources (Administration Building, Room 309). The Compliance Officer will verify the disability, make a case-by-case determination of need, and arrange for reasonable accommodations at no cost to the individual. Requests for accommodations should be made well in advance of the anticipated need in order to allow for a reasonable period of time in which to evaluate those needs and requests.

Grievance Procedures for Students

Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University’s discrimination grievance procedure. Information and consultation on these procedures are available through the Office for Student Affairs (Administration Building, Room 205) or the Coordinator of Student Disability Services (Student Union, Suite 204).

Grievance Procedures for Faculty and Staff

Faculty who feel aggrieved may reference the Faculty Grievance Policy in the Academic Policies and Procedures Manual (PDF). Staff who believe they have experienced discrimination based on a disability may seek resolution through the Employee Complaint Policy in the Employee Handbook (PDF). Faculty and staff should contact the Affirmative Action Officer for assistance (Office of Institutional Diversity, Administration Building, Room 311).