



HLC Accreditation 2016-2017

Evidence Document

Student Affairs

Office of Disability Services

Disability Services: Resources, Guidelines, Programs & Statistics

Additional information:

Disability Services

Wichita State University's Office of Disability Services provides individuals with learning, mental or physical disabilities an equal opportunity to attain their academic and personal goals to the fullest of their abilities.

From note-taking assistance to auxiliary aids, Disability Services provide students, staff, faculty and guests an assortment of accessibility services.

Eligibility Requirements

In order to qualify for services, students must present written evidence from a qualified professional verifying their disability to the Director of ODS. All documentation received is confidential. The federal definition is as follows:

A person with a disability

1. has a mental or physical impairment which substantially limits one or more of such person's major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

"Major life activities" includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Student Resources

Documentation

The general purpose of disability documentation is to establish eligibility as a qualified Wichita State University student with a disability, using criteria appropriate for higher education. Disability documentation is used to verify the nature and extent of the disability by identifying the current functional limitation(s) caused by the disability. An Individualized Education Plan (I.E.P.) or Summary of Performance (S.O.P.) maybe helpful in determining appropriate accommodations, but typically does not provide comprehensive information.

Documentation is not required until after a student is admitted, but providing documentation early can help ease the transition to the university setting. Disability documentation should be sent directly to the Office of Disability Services (ODS) and is welcome anytime.

Documentation Guidelines

Students without Documentation

Some students who have not been tested for cognitive disabilities, such as a learning disability, attention deficit hyperactivity disorder, or a psychological disability, contact our office because they suspect they may have one. WSU has the resources to provide the necessary testing. ODS will provide students with a list of appropriate professionals in the WSU Community who are qualified to conduct a diagnostic evaluation. Insurance companies sometimes pay for testing, but often they do not.

Students with Documentation

Students with disabilities requesting academic accommodations are required to provide documentation of their disability to the Office of Disability Services. ODS will determine eligibility and appropriate accommodations, case by case, based on quality, recency and completeness of the documentation submitted. Quality documentation provides the evidence needed for the decision-maker to clearly understand the impact of the disability in a post-secondary environment in order to determine appropriate accommodations.

The following guidelines provide students and professionals with a common understanding of the components of documentation that are necessary to establish the need for accommodations in accordance of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990, as amended.

Credentials of the evaluator(s).

Formal documentation is provided by an appropriate, qualified professional. The professional's name, title, credentials and affiliation should be provided. The professional should have no personal relationship with the student.

Diagnostic statement identifying the disability.

The documentation must include a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition.

Description of the diagnostic methodology used.

The documentation must include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores* within the report is necessary. Methods may include formal instruments, medical examinations, structured interviews, and performance observations.

Description of the current functional limitations.

The recency of documentation is critical to the establishment of the student's current functional limitations. Information on how the disabling condition(s) currently impacts the individual is useful for both establishing a disability and identifying possible accommodations. A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact. The best documentation is thorough enough to demonstrate the extent of how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s).

Description of current and past accommodations, services and/or medications.

Comprehensive documentation should include a description of both current and past medications, support services, accommodations, auxiliary aids, and assistive devices including their effectiveness in mitigating functional impacts of the disability. It would be helpful if a rationale is provided for the need when medication/treatment is producing favorable results.

Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies or other related services.

Program and Service Guidelines

Class Attendance

The WSU classroom attendance policy states it is the student's responsibility to "attend all meetings of each class in which they are enrolled (instructors will announce at the beginning of the semester if they consider attendance in computing final grades.) (2011-12 Undergraduate Catalog, p. 34)

ODS is not obligated to provide services for students who do not attend class. Students may request continuation of services from the Director if the absence is due to a disability-related issue. Otherwise, if a student misses a class, regular services may not be provided.

Requesting Services for the Semester

When a student makes initial contact with the ODS, the Director or the Assistant Director will schedule a meeting to obtain information from the student and enter this information into the ODS database. At this initial meeting, policies, procedures and forms relevant to the services requested for the semester will be discussed with the student. This meeting will culminate with a completed "Semester Service Agreement" form that will be kept on file in the ODS office. It is necessary that current documentation of disability for each student also be on file at ODS.

Requests for classroom tests can be made in person or by calling the testing coordinator at 316-978-3309, and requests for interpreters for extracurricular events can be made by contacting the Assistant Director. These requests need to be made at least 3 days in advance.

Canceling/Changing Services

Students are required to inform ODS when they plan to cancel or change scheduled services. ODS

has a telephone voice mail system (316-978-3309) and a videophone (316-854-3032) that are activated after office hours to allow the student to call and cancel or change services. ODS is not a demand responsive system.

If a student changes or cancels services, the following should occur:

1. The student can substitute the scheduled service with a new, revised request which will occur during their previously scheduled time period, but they must inform ODS of the change prior to the scheduled service. Depending on the nature of the substituted service, ODS will make the determination as to the availability of staff to provide that service.
2. The student should meet with the Director or Assistant Director to permanently cancel services or change services. Changes to the "Semester Service Agreement" form should be completed to reflect the new services.

Review of Services

All incidents regarding absenteeism, tardiness, cancelations, changes, and interruption of service will be documented by ODS staff and submitted to the Director for review. If a student develops a consistent pattern of behavior that causes a disruption in scheduling the provisions of services, or is confrontational with ODS employees, the following steps will occur to rectify the situation:

--The Director will meet with the student to discuss the issues and develop a mutually agreed upon action plan to correct the situation. The plan will include goals, objectives, and compliance time lines to be monitored by the Director.

--If the issues continue, a second meeting with the Director will take place to evaluate the situation. Final written time lines to resolve the problem will be established at this meeting.

--If the issues are not resolved after the second meeting, the Director will refer the student to the Director of Student Conduct and Community Standards. The student will be notified of this in writing and services will continue, pending the decision of the Director of Student Conduct and Community Standards.

Computer Lab

Grace Wilkie Annex 165

Hours of operation:

7 a.m. to 6 p.m. Monday -- Thursday

7 a.m. to 5 p.m. Friday

Purpose: To provide a specialized lab for individuals with disabilities and the opportunity to learn the use of adaptive computer software and hardware for completion of academic assignments, or other school related projects.

How is the lab accessed?

The lab will operate on a first come first served basis. Students will have the opportunity to reserve specific computers because of specific software needs. A Student Assistant will be assigned to the lab during the hours of operation to provide assistance to students using the lab.

How is training obtained on the different types of software?

The staff of Disability Services will provide basic training to students on usage of the computer lab, basics of software, and use of printers. If needed, the Office of Disability Services will bring trainers on campus to give more in-depth training on specific software applications. After the initial training, individuals will need to devote the time necessary to learn the more sophisticated aspects of the programs.

Will the computers have access to the internet?

Yes, all the computers are connected to the internet and can be used for assignments and research.

Do individuals need to provide paper and data storage devices for use in the lab?

Paper will be provided in the lab for small printing jobs. Students need to request printing permission from the Student Assistant assigned to the computer lab. Students will need to provide their own data storage devices for use in the lab and all documents should be stored on these devices. Computers are purged of all unnecessary documents and programs every day.

What type of programs and equipment are available in the lab?

Microsoft Office is available on all computers in the lab. We use Premiere Assistive Technology Disability Suite on all of our computers, and Dragon Naturally Speaking and Jaws are available in our student assistant workroom. If a student plans to listen to audio recordings through the computers in the lab, that student should bring their own headphones for use. If specialized software is needed, students should meet with the Director to make a request to have the software purchased and installed in the lab. Currently we have 8 computers in the lab.

Testing Services

Disability Services will provide within the ADA and 504 Guidelines

1. Reader and/or writer who adheres to DS test proctoring policies and procedures, and to the WSU Student Academic Integrity Policy Statement.
2. Sign language interpreter
3. Typist
4. Enlarged, brailled, or recorded test
5. Auxiliary aids and/or assistive technology
6. Extended time at a maximum of double the time allowed for the class (exceptions will only be made on a case-by-case basis).
7. Academic aids that are permitted by the instructor.
8. Private or group testing room without distracting noise or interruptions, that is environmentally accommodating according to the student's documented disability.

Instructor

1. Meet with the student before testing begins in class to complete the Instructor's Section of the Disability Services' Test Authorization form.
2. Give the original to the student and retain a copy of the completed Test Authorization for instructor's files.
3. Contact the Disability Services' test coordinator if there are questions or concerns about the Test Authorization or the student's need for testing accommodations.
4. Be aware of the student's need to inform Disability Services three (3) business days prior to all quizzes and exams.
5. Enclose with each exam any special instructions or procedures for the student to follow during the exam.
6. Call DS test coordinator with permission for student to reschedule a missed exam.
7. Either send through campus mail or deliver exams and quizzes three (3) business days before the exam and quiz dates to Disability Services

Student

1. Complete an intake with the Disability Services director before each semester of attendance to obtain DS service forms.
2. Schedule an appointment with instructor before tests begin to collaborate on completing the Disability Services' Test Authorization form.
3. Openly communicate with instructor your test accommodation needs and know what the instructor will permit during exam.
4. Inform the instructor of your other class schedules when completing the Test Authorization so instructor can determine when you will take his/her class exams at DS.
5. Schedule a brief meeting with the Test Coordinator to return and discuss the Test Authorization.
6. Notify instructor and DS test coordinator three (3) business days before each exam that you will be taking the exam at Disability Services.
7. Contact instructor within 24 hours of a missed exam for permission to reschedule exam at Disability Services.

Testing Guidelines

1. Test Authorizations must be on file in the Disability Services Office for each class before testing services will commence.
2. Arrive at Disability Services 10 minutes before your exam is scheduled to begin. If student arrives late for exam, student will only be given the allotted extended time as indicated on the exam.
3. Bookbags, cellphones, coats, purses, or any unauthorized academic aid will not be allowed in test room.
4. Test proctors will not explain, clarify or express opinions concerning materials on the test.
5. Exam will be discontinued if student becomes ill, engages in inappropriate behavior, or is found to be cheating and using any unauthorized material.
6. Student is responsible for contacting the instructor for permission to reschedule if the student will not be taking or misses a scheduled exam. The instructor must contact DS test coordinator to authorize the student to reschedule an exam.

7. Student must contact Test Coordinator 24 hours prior to a scheduled exam at DS if student decides to take exam in class, will miss the exam, or if an exam has been cancelled or rescheduled.
8. Two consecutive "no-shows" for a scheduled exam at DS will result in a temporary termination of testing services.
9. All students must adhere to the WSU Student Academic Integrity Policy of the Kansas Board of Regents.

Handbook: General Information for Deaf Students Attending WSU

[View our online Interpreters Request Form](#)

As a Deaf student at WSU, there are services available to you through the Office of Disability Services. With these services you have rights as well as responsibilities.

Our office provides many services to allow you access to WSU classes and programs. However, it is important to remember that instructors will not make exceptions for you in terms of classroom policies and procedures because you are deaf. It is your responsibility to attend class in the manner outlined by your instructor.

For each service we provide, there are procedures to be followed and forms to be completed. It is up to you, the consumer, to follow through and make sure you understand our office procedures. If you have questions or are unclear about our policies, procedures or available services, it is up to you to

come in and ask or call our office. You can reach us at 316-978-6972 (voice) or 316-854-3032 (videophone).

Qualified Interpreters

Students have the right to qualified interpreters. If you feel your educational needs are not being met due to the skills of your interpreter, you should:

1. Advise the assistant director of your preferred method of communication so that an interpreter with the appropriate skills can be provided.
2. Work with your interpreter in establishing a plan to meet your educational needs, and then give the interpreter a chance to implement that plan.
3. Contact the Assistant Director if this plan is not working so that other arrangements can be made.

Requesting Interpreters

Every student receiving services through the Office of Disability Services is required to sign up for services each semester they will be attending WSU. Signing up for services will allow us to provide interpreters and other accommodations for your classes. To request an interpreter for any situation other than regularly scheduled classes you will need to fill out an Interpreter Request Form located on our web page.

Keep in mind the following when requesting interpreters:

1. The earlier you submit the form, the better the chances are that your request can be fulfilled.
2. If you have a class that requires group meetings outside the regular classroom, the group meetings must be held on campus for interpreting services to be provided.
3. Be sure to leave your contact information on the form so the Assistant Director can contact you in the event we are unable to fulfill your request.

Escorting

The Office of Disability Services provides both golf cart and walking escort services on campus to individuals with mobility and vision impairments. ODS will provide the following escorting services to and from the following activities, *during our normal business hours*:

1. Classes from residence halls, bus stops, parking lots, and between classes.
2. Class-related activities such as meeting with instructors, tutoring sessions, study groups, on-campus lectures, plays, concerts, library, or campus bookstore for purchase of books.
3. WSU administrative functions such as meetings with deans/chairs/advising, add/drop classes, student organization meetings, orientation, and registration.
4. Student Health Services.

Students, faculty, staff and guests are welcome to call our office at 316-978-3309 to schedule escorting services.

Book Scanning

If the student needs scanned books for class, we ask that the student first check with Learning Ally (formerly Recording for the Blind and Dyslexic (RFB&D)). If the student is not a member of Learning Ally, ODS has the contact information and can help the student complete the application process. If a student cannot obtain the book from Learning Ally, ODS will provide the book in an alternative format for the student.

When the student requests a book be scanned by ODS, the student will need to provide the following information:

- Book title
- Course number
- Line number
- Name of instructor
- Voice Preferences

All requests should be submitted to Disability Services during the intake with the Director or the Assistant Director. This will allow ODS the time needed to process your request. Books will be completed in the order that requests are received.

Scanned Materials

- CD's will contain multiple chapters in word format.
- Each chapter will be a separate file.
- If a student needs materials in an MP3 format, each chapter will be a separate MP3 file.

- Students should meet and determine voice and speed of the MP3 format at the beginning of the semester.
- If CD's are not correct, students should contact ODS immediately.
- ODS will work to get materials to students as quickly as possible.

Note-Taking Services

Note-taking services are provided to any student who has registered with the Office of Disability Services, and has provided the documentation that supports this service. Disability Services encourages students to look for a classmate to provide notes. If the student is unable to find a note-taker in the class, ODS will assist the student in this process. This student note-taker will receive a stipend from ODS based on the service agreement they complete with ODS.

ODS will make copies of the note-taker's notes, at no charge, in our office. With the increased use of laptops in classrooms, note-takers may also find it easier to simply email the notes to the student or to the note-taker coordinator for printing.

ODS knows each student has a style of notes they believe to be the most beneficial for them. We encourage students to speak with their note-taker about the style of notes they prefer. Students are also encouraged to show copies of notes they have received to their instructors to see if the quality of notes is sufficient for the class

Note-taking strategies:

If possible, take some notes for yourself during class. This will reinforce the notes you receive from your note-taker. If your instructor uses Blackboard for class notes and power point presentations, download a copy to have with you in class.

Rewrite and organize your notes the same day as the class. This will help reinforce the material.

Braille Services

The Office of Disability Services can braille materials for students and will use the same schedule that is used by students requesting papers to be typed. Our braille printer is IBM-compatible and we use Word or text files with our software. To insure papers can be brailled quickly, please submit your documents through email, or bring them to the office on a CD or a flash drive in a format compatible with Word. If we need to type the material into the computer before brailing, this will increase our time in getting the material back to students. If the instructor is using printed handouts or overheads we can work with the instructor to get the materials brailled before they are used in the class.

If a student will need braille services, the student should make sure this is discussed when their intake is completed for the semester. If the student needs brailing once the semester has started they should schedule a meeting with the Director or Assistant Director to add this service for the semester.

Typing/Transcribing Papers

The Office of Disability Services will type papers and transcribe tapes for students whose disability requires assistance with typing. ODS should receive a Request for Service form three school days before a dictation appointment. Typing will be done by Student Assistants (SA) who are proficient at word processing under the supervision of the permanent staff. We use MS Word on a PC or Macintosh computer. ODS will place all of a student's papers on computer disks and return the disk to the student.

Timelines for papers.

- 1-3 Page Paper - 3 Business Days
- 3-5 Page Paper - 7 Business Days
- 5+ Page Paper - 10+ Business Days

The Office of Disability Services will return the original, the rough draft, the student's corrections, and a copy of the final paper to the student. (ODS will maintain a copy of the final paper on a disk rather than printed paper). Sometimes we will be able to complete work early, but we cannot guarantee early completion of assignments.

The student can submit materials to ODS in written, typed, or taped format. If the student wishes to dictate a paper, the paper may be dictated to a SA. The rough draft from the dictation will be read back to the student for corrections and clarification.

When the student submits the original material, a rough draft will be typed and given to the student for correction. Only one rough draft will be provided. The rough draft is not to be used for rewriting but is an opportunity to correct errors. ODS will run a spelling check on all papers before the rough draft is returned. If unusual words or names are used in papers, the student needs to check these words carefully; the SA will not independently make these corrections. It is extremely important that the rough draft be proofread by the student carefully, since the final draft is final.

It is the responsibility of the student to submit papers in a timely manner which allows ODS to complete the service before the paper is due in class. We cannot guarantee the completion of any paper if an appropriate amount of time is not given. Most papers can be typed and returned as a final draft within one working day. If your paper is more than 5 pages in length you should allow a minimum of 2 working days for us to complete the typing and return the rough draft. Corrections to a rough draft will take one working day to complete. Papers that are dictated or given to ODS on tape will take more time to complete because of the extra work involved in the process.

ODS agrees to abide by this schedule. If the student runs into unexpected problems with papers, ODS will try to accommodate the student. The student may experience some inconvenience if unable to follow ODS timetables. If ODS does not finish a paper according to their timetable and the paper is late, ODS will communicate this to the instructor.

The format and style of papers is the responsibility of the writer. If there are problems with the format or style, the student should arrange for a study partner to help with the format and style before delivering the paper for typing. Format and style are usually specified by the instructor, and the typist must receive clear written instructions on format and style. If our equipment cannot be used for the desired format or style, we will write a note to the instructor stating our limitations.

Another option for students is to come into ODS and use the Dragon Naturally Speaking software to complete writing assignments. Once the software has learned the student's voice patterns, the student can simply speak into the microphone and the program will type the words. The student can go back and edit as necessary, save the paper to a flash drive, print it and take it to class.

Tables and Chairs

If a student is in need of an accessible table and/or chair in the classroom this student must be registered with our office. Request for the accessible table and chair should be noted on the semester service agreement. As a result, we will ensure your classes have an accessible table and chair. Occasionally, someone (not from our office) will move one of our tables and chairs to another room. If this happens, please inform us so we can remedy this situation as soon as possible.

Auxiliary Aids and Adaptive Equipment

Aids/Equipment available for students registered with the Office of Disability Services (ODS):

- FM assistive listening device (Phonic Ear)
- Wireless microphones and receivers
- Wheelchair for emergency or temporary usage
- Pocket talker
- Braille materials
- Large print materials
- Two visual techs (one in Ablah Library, room 323 and reference section)
- Adaptive computer with screen reader, scanner, dictation software (in Ablah Library, room 323)

The student and ODS staff will initial an equipment check-out list and an equipment check-out agreement form. All equipment will be inspected by ODS staff before the student receives the equipment and when the student returns the equipment. Any damaged equipment will be sent to the Director's office. The Director will arrange a meeting with the student to determine what happened to the equipment. If it is determined the equipment was broken out of negligence, the student will be required to replace, repair or pay for the equipment. If the student is not found to be negligent, ODS will be responsible for replacing the equipment. All equipment that is lost by a student, staff, or faculty member will be replaced by the person to whom the equipment is checked out.

ODS has a limited amount of auxiliary equipment and we try to use this equipment as efficiently as possible. Therefore, we rarely check out equipment for the entire semester or for extended periods of time. If you believe your situation warrants having the equipment for extended periods of time, please talk with the Director. The timelines we have established work effectively for our office. Any exceptions to these timelines must be approved by the Director of ODS.

Disability Services Statistical Report

Disability Services unduplicated students served by fiscal year 2012-2015

Term/Year	Students Served	FY Total
Fall 2011	350	
Spring 2012	93	
Summer 2012	15	FY2012 -- 458
Fall 2012	407	
Spring 2013	64	
Summer 2013	18	FY2013 -- 489
Fall 2013	415	
Spring 2014	73	
Summer 2014	10	FY2014 -- 498
Fall 2014	396	
Spring 2015	59	
Summer 2015	5	FY2015 -- 460

Disability Services Statistical Reports 7/12-6/13

		TE	ST	Scanning	INTERPRE	TING	Compu	Lab *
Month	Escorts	Proctored	Tests	Material	Classroom	Other	Hours	Minutes
July	199	9	94	25	108.5	2	43	55
August	789	7	50	90	199	108	189	
September	922	13	214	90	388	23	144	3
October	1230	39	264	20	393	16	191	42
November	1005	25	214	20	343	6	188	30
December	363	14	224	0	93	21	137	24
January	648	2	13	60	155	3	137	24
February	768	14	133	70	315	9	178	12
March	720	21	204	50	221	10.5	202	6
April	1219	27	324	10	270	8	184	24
May	277	20	239	10	149	55	92	54
June	577	5	75	15	45		81	55
Total	8717	196	2048	460	2679.5	261.5	1766	329

Total Tests 2244

Total Interpreter Hrs 2941

*off sign in list

Disability Services Statistical Reports 7/13-6/14

Month	Escorts	TE Proctored	ST Tests	Scanning Material	INTERPRE Classroom	TING Other	Computer Hours	Lab *
July	288	1	67	25			34	
August	1093	9	61	60	108		121	48
September	940	16	250	50	208	14	110	30
October	1159	24	331	40	228	4	188	57
November	956	20	255	10	202	3	219	20
December	330	21	333	10	46	26	42	26
January	569	1	28	40	150		119	42
February	609	19	204	60	300	15.5	232	54
March	696	15	257	30	213	23	160	50
April	901	19	355	10	232	9	272	18
May	423	28	305	10	66	53	140	48
June	327	1	70	20	117	3	78	12
Total	8291	174	2516	365	1870	150.5	1715	405

Total Tests 2690

Total
Interpreter
Hrs 2020.5

*off sign in list

Disability Services Statistical Reports 7/14-6/15

		TE	ST	Scanning	INTERPRE	TING	Computer	Lab *
Month	Escorts	Proctored	Tests	Material	Classroom	Other	Hours	Minutes
July	222	0	96	20	96	1	69	30
August	567	0	20	70	330	1	74	24
September	899	8	261	70	501	24	219	
October	888	16	285	40	520	26.5	273	30
November	687	8	237	40	456	30	217	6
December	300	13	334	10	132	6	132	6
January	355	1	23	10	329	2	83	35
February	864	6	219	40	504	11	163	36
March	501	8	264	30	398	6	140	12
April	502	11	213		466	21	227	12
May	288	13	295		236	41.5	118	
June	255	2	106	30	281	4	93	48
Total	6328	86	2353	360	4249	174	1808	239

Total Tests 2439

Total
Interpreter
Hrs 4423