



Access for Individuals with Disabilities

Office of Diversity and Inclusion

Applies to: Faculty, staff, students, volunteers, and visitors

Access for Individuals with Disabilities Policy

Office of Diversity and Inclusion

Issued: 04/01/2000

Revised: 01/01/2012

The Ohio State University is committed to the full inclusion of all qualified individuals. As part of this commitment, policies and procedures will ensure that persons with disabilities are not subjected to discrimination or denied full and equal access to programs (academic, co-curricular or employment), activities, benefits or services offered by the university on the basis of their disability.

PROCEDURE

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I. Rights and Responsibilities

- A. Unit-level policy and procedure should be congruent with this framework and rely on the ADA Coordinators Office to determine reasonable accommodations with the assistance of Disability Services in the Office of Student Life for evaluating student accommodations and Integrated Disability in the Office of Human Resources for evaluating employment accommodations.
- B. Procedures for notice, accommodation requests, and dispute resolution should be integrated with existing decision-making channels whenever appropriate. Separate procedures should be developed only when necessary to address the unique nature of access.

II. Individuals with Disabilities

Individuals with disabilities have the right to an equal opportunity to participate in and benefit from all programs offered by The Ohio State University. Individuals who choose to exercise these rights:

- A. Have a right to reasonable accommodations.
- B. Are responsible for initiating the accommodation process by identifying themselves as needing reasonable modifications to the environment, policy and practice and/or auxiliary aids and services in a timely fashion.
- C. Are responsible for providing appropriate documentation that describes a history of past accommodations in a similar context and/or the impact of their disability in the university environment in sufficient detail to provide a rationale for the requested accommodation.
- D. Are expected to actively participate in the identification of appropriate accommodations.
- E. Have the same obligation as all program participants to meet and maintain the institution's performance standards, technical standards, and codes of conduct.
- F. Have a right to be evaluated based on their ability, not their disability.
- G. Have the right to be informed of procedures for initiating further appeal of an institutional decision through internal and external channels.

III. The University

The Ohio State University has a responsibility to identify and maintain the standards that are fundamental in providing quality programs while ensuring access to all of its programs for qualified individuals with disabilities. In meeting these obligations the university:



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- A. Will inform its program participants about the availability of accommodations.
- B. May request and review documentation in support of accommodation requests and to refuse a request that is unsupported by documentation.
- C. May select between equally effective methods of accommodating an individual with a disability.
- D. Will identify and establish the abilities, skills, and knowledge necessary for entrance and ongoing participation in its programs and to evaluate applicants and participants on that basis.
- E. Will make reasonable modifications to the environment, policy and practice and/or to provide auxiliary aids and services when there is a substantial negative interaction between the impact of an individual's disability and program participation.
- F. May refuse a requested accommodation that fundamentally alters an essential element or fundamental aspect of a program requirement including job responsibilities or creates an undue hardship as determined by the university ADA Coordinator.
- G. Will inform the individual of the availability of internal and external appeals processes.

Responsibilities

Position or Office	Responsibilities
ADA Coordinator's Office	Consult with units and individuals on reasonable accommodations.
Disability Services, Office of Student Life	Consult with units and individuals on reasonable accommodations for students.
Integrated Disability, Office of Human Resources	Consult with units and individuals on reasonable accommodations for employment, including student employment.
College, unit, department, supervisor	1. Consult with the ADA Coordinator's Office, Disability Services, and/or Integrated Disability. 2. Request and review documentation in support of accommodation requests. 3. Select the accommodation in consultation with the individual and offices outlined in this policy. 4. Inform the individual of the availability of internal and external appeals processes.
Individual	1. Initiate and actively participate in the accommodation process. 2. Provide appropriate documentation.

Resources

ADA Coordinator's Office, ada.osu.edu/

Disability Services, ods.ohio-state.edu/

Integrated Disability, hr.osu.edu/benefits/db_integrateddisability.aspx

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions and accommodation requests	ADA Coordinator's Office, Office of Diversity and Inclusion	614-292-6207 TTY 614-688-8605	ada-osu@osu.edu ada.osu.edu/
Employment accommodation requests	Integrated Disability, Office of Human Resources	614-292-2190 800-678-6413	id@hr.osu.edu hr.osu.edu/benefits/db_integrateddisability.aspx
Student accommodation requests	Disability Services, Office of Student Life	614-292-3307 VRS 614-429-1334	ods@studentlife.osu.edu ods.ohio-state.edu/

History



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