



WSU Tech Disability Services Student Handbook

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Introduction to WSU Tech Disability Services

Welcome

WSU Tech is committed to providing equal access and opportunities to all services, programs, and facilities for students with disabilities. This is accomplished by working with faculty, staff, and students to eliminate disability related barriers and provide reasonable accommodation to support equal access to a quality education.

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, WSU Tech will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing effective communications and modifications as necessary to ensure students with disabilities have equal access to programs and services and have equal opportunities to participate in or benefit from a quality education.

WSU Tech Disability Services acknowledges that traditional methods, programs, and services are not always appropriate or enough to accommodate the limitations experienced by some qualified persons with disabilities, therefore consideration will be given to alternative methods. However, it is important to understand that academic standards must be met, and accommodations should not fundamentally alter the course or program requirements.

Office Hours and Locations

WSU Tech Disability Services staff works on a rotating campus schedule from 8:00am-5:00 pm, Monday through Friday. Students may arrange to meet with staff outside of these scheduled times and locations by contacting the office staff directly at: (316) 677-1065 or disabilityservices@wsutech.edu to schedule an alternate appointment time.

Disability Services staff availability and opportunities to schedule an appointment may be found on the WSU Tech website at: [WSU Tech Disability Services](#) or <https://wsutech.edu/admissions/disability-services/>.

Disability Services Staff



Jennifer Stanyer is the Disability Services Specialist at WSU Tech. She joined WSU Tech in November of 2017 and loves working with students, assisting them with accommodations, and watching them successfully accomplish their goals. She can be reached at 316-677-1065 or by email at jstanyer@wsutech.edu, Monday through Friday from 8:00am-5:00pm.

Disability Laws in Postsecondary Education

The following information has been adapted from resources provided by the Office of Civil Rights, Department of Education and National Deaf Center.

Student Rights

Students with disabilities are entitled by law to equal access to postsecondary programs. As a student with a disability, you need to be well informed of your rights and the responsibilities. Being well informed will help you ensure that you have a full opportunity to enjoy the benefits of your postsecondary education without confusion or delay in services or accommodations.

Individuals with Disabilities Education Act (IDEA)

It is important to understand that the services you receive in high school differ significantly from those available in postsecondary schools. The Individuals with Disabilities Education Act (IDEA) applies to students with disabilities in grades K-12 and protects students' rights to ensure that schools serve their educational needs. IDEA requires that schools provide special education services to eligible students as specified in their Individualized Education Plans (IEP). **Educational rights covered by the IDEA do not apply to students in postsecondary education; as such college students with disabilities do not receive IEPs from their institutions.** A student's IEP from high school may serve as documentation to assist in determining eligibility for disability services and accommodations in college but is only used to determine eligibility for services and not carried over to college courses.

There are two laws that protect students with disabilities in postsecondary education: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act, 1973

Section 504 was the first disability civil rights law to be enacted in the United States, and it prohibits discrimination of qualified individuals with disabilities by entities that receive federal financial assistance and are recipients of federal funding. This includes many public and some private institutions.

Americans with Disabilities Act (ADA), 1990

The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including employment, education, transportation, and all public and private places that are open to the public, regardless of whether they receive federal financial assistance. The ADA is designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

A qualified individual with a disability is defined by the ADA as having a physical or mental impairment that limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Student Rights and Responsibilities

Students with disabilities have the right to reasonable accommodations. Post-secondary schools are required to provide appropriate academic adjustments as necessary to ensure students are not discriminated against based on disability and have equal access to an education.

Students needing accommodations are responsible for:

- Contacting the WSU Tech Disability Services office to [submit a formal request for accommodations](#).
- Completing any additional documentation that demonstrates the need for accommodations and assists in determining eligibility for services.
- [Meeting with Disability Services staff](#) to discuss and create an accommodation plan for courses.
- Contacting Disability staff with any changes to class schedules or instructors during the semester.
- Notifying Disability Services staff in a timely manner of any issues, concerns, or delays in receiving requested accommodations.
- Contacting Disability Services each semester to update their accommodation plan.
- Playing an active role in classes, participating fully, and seeking assistance when needed.

Determining Reasonable Accommodations

According to the ADA and Section 504 of the Rehabilitation Act, reasonable accommodations must be made to courses, programs, services and or facilities to ensure that all students with disabilities have equal access to higher education opportunities and that students with disabilities may not be excluded from participation or denied opportunities based on their disabilities. Reasonable accommodations are those that;

- Do not fundamentally alter or change the nature of the program or course.
- Do not cause undue financial or administrative burden on the college.
- Are not considered a personal service or
- Do not cause a direct threat to health or safety of others.

Accommodations are updated each semester upon notification from the student requesting accommodations and are applied to that semester and granted on a case-by-case basis according to the student's needs. Some examples of accommodations provided are:

- Extended test time
- Copy of instructors notes
- Testing in a distraction reduced site
- Recording lectures
- Notetaking assistance
- Sign language interpreting services and other auxiliary aids and services
- Priority seating
- Text in an alternate format
- Magnifiers, screen reading software for the blind and visually impaired
- Adaptive or assistive technology
- Read aloud testing

To ensure enough time to provide accommodations, students should submit their request as soon as possible, providing at least three weeks' notice for contracted services, for example sign language interpreting, materials produced in Braille, ordering, and producing alternate text formats, or for the research and delivery of assistive technology. There is no deadline for requesting accommodations but understand that some services may take longer to get arranged.

Process for Registering with the Disability Services Office

Students that have a disability and would like to receive accommodations must register with the WSU Tech Disability Services office. To begin the process, students need to contact the WSU Tech Disability Services office at 316-677-1065 or disabilityservices@wsutech.edu. Students may also [schedule an appointment](#) to meet with staff through our website and the [Disability Services](#) page.

Once a student has disclosed that they have a disability to the Disability Services office, and they have completed and provided all requested documentation; they will need to schedule a time to meet with the Disability Services Staff to review documentation and complete an intake interview. *(Meetings can be held in-person, over the phone or through Zoom.)*

Disability Services staff will meet with students and conduct an interactive interview, review student documentation and determine the students' eligibility for services. Students determined eligible will work with Disability Services staff to create an accommodation plan addressing their needs in classes.

Accommodation Plans can be created or updated at any time, but accommodations cannot be applied retroactively and should be available starting on the date the Accommodation Plan was created.

At the meeting students will be given a copy of their Accommodation Plan and Disability Services will send the Accommodation Plans out to the instructors, copying the student at their school email address. Information regarding the students diagnosed disability or chronic health condition is confidential and will not be disclosed.

Students must inform their instructors of which accommodations they would like to use in each course, understanding that not all accommodations may be applicable. Students are responsible for initiating accommodations for testing with the testing center, the student's instructor or the WSU Tech Disability Services office 2-3 days prior to the exam day.

Requested Documentation

To assist with the eligibility determination process, students must provide documentation from a qualified educational or licensed medical professional that lists the students diagnosed disability or chronic health condition. Please find a copy of the **Disability Verification Form** to be completed by a licensed professional at the end of this handbook. Students may contact the WSU Tech Disability Services office to determine other documentation that may be accepted, for example a student's Individual Education Plan or IEP may be accepted as documentation as well as a 504 Plan.

Additional documents that need to be completed by the student include a **Request for Accommodations** and a **Release of Information** form, both of which can be found at the end of this handbook.

Types of Accommodations

The following lists different accommodations that have been provided in the past. Student requests are considered on a case-by-case basis and are not limited to the following examples.

Adaptive or Assistive technology

Assistive technology is any equipment, furniture or software that is used to increase, maintain, or improve a student's access to information and environments that may otherwise be a challenge. WSU Tech Disability Services may provide assistive technology such as but not limited to the following examples:

- Smart pens
- C-Pen Exam Readers
- Digital audio recorders
- Talking calculators for the blind or visually impaired
- Screen reading software
- Screen magnification software
- Magnifying glasses
- FM System for the hearing impaired
- Large print textbooks
- Textbooks in an alternate format

Assistive technology devices are loaned out to students on a semester-by-semester basis after students complete an Equipment Loan Agreement through the office of Disability Services.

Auxiliary Aids and Academic Support

- Sign Language Interpreting
- Note taking Assistance
- Copy of Instructors Notes
- Real-time captioning for the deaf or hard of hearing
- Preferential Seating in the classroom
- Large Print exams and handouts
- Use of Assistive Technology

Test Taking Accommodations

- Extended test time
- Testing in a Distraction Reduced Site
- Tests read aloud
- Paper/Pencil Tests
- Sign Language Interpreting

Students needing accommodations on their tests, should notify the testing center staff 2-3 days prior to the scheduled exam. The WSU Tech Disability Services office and the Testing Center cannot guarantee that late requests will be accepted. If an exam needs to be rescheduled, students need to communicate with their instructors and the testing center in advance. Please note that the testing center has limited hours of availability for evening and weekend, so students need to plan accordingly.

On-campus accommodations include-but are not limited to the following:

- Tests read aloud
- Screen Reading Technology (JAWS and/or Read & Write)
- C-Pen Exam Reader for paper/pencil exams
- Screen Magnification (Zoom Text, Magnifier in Word)
- Ear plugs and/or noise reducing headphones
- Testing in an alternate setting, if necessary.

For students needing environmental accommodations (low-light, no noise), it is recommended that students test remotely at home or in an environment they can control. Tests that can be proctored remotely are the Accuplacer and Ed Ready placement tests via Zoom. Tests that are not available for remote administration through the WSU Tech Testing Center are; TEAS exams.

Providing Auxiliary Aids and Academic Support

Auxiliary Aids and Academic Support are provided for students who have requested it through the Disability Services office and have demonstrated a need for this service. Students that have been approved for auxiliary aids and academic support must contact the Disability Services department to activate these accommodations each semester. Students are responsible for contacting disability services as soon as possible in the semester as it can take approximately 3-4 weeks to procure and implement accommodations.

However, WSU Tech Department of Disability Services will make every effort possible to ensure the timely arrangement of services. The advanced notice of student requests and patience during this process is appreciated.

Interpreting, Captioning Services and Transcribing

WSU Tech Disability Services will arrange services for students who are Deaf or Hard of Hearing upon reasonable notification of the need. For services to assist with a meeting, a notice that is 24 hours in advance may be enough. For services that are needed for classes or an entire semester, accommodations may take up to 3 weeks to get in place. Students should know that these services are provided as a supplement to the classroom experience, not a substitute for attending classes. So services will not be provided on days when students are absent from class.

Advanced notice of absence

If students know they will not be able to attend a class, they need to contact the WSU Tech Disability Services office at least 24 hours advanced notice of the absence so the service providers can be notified. We understand there are instances that students may not be able to provide advanced notice; however, any advanced notice is helpful.

WSU Tech Disability Services staff will work with service providers and students with schedule changes. At no time should a student discuss schedule changes with a service provider without prior permission and approval from the WSU Tech Disability Services office.

Materials in alternative format

Students requesting materials in alternate format for example Braille for the visually impaired and/or e-text should request materials at least 4 weeks prior to the start of class to allow for procurement and production of materials.

Notetaking Assistance

Students requesting assistance with notetaking in their classes will work with Disability Services staff to find the best approach or technology for the student and the class structure. Assistance with notetaking may include one or more of the following accommodations.

- Copies of instructor notes
- Recording lectures
- Borrowing assistive technology, for example a LiveScribe Pen, through the WSU Tech Disability Services office.
- Students may also identify another student in class to share their notes. If students need assistance identifying another student to share notes, they are to contact the instructor and/or disability services to assist.

Student Appeal Process for Disability Services Accommodation

WSU Tech is committed to ensuring compliance with laws that protect qualified individuals with disabilities. If a student feels they have been denied a reasonable request for accommodations or assistance, or have been treated unfairly because of a disability, this appeal process will provide steps to help resolve the concern.

If a student believes that they were not provided the appropriate accommodations or services required by law, the student may choose to take the following steps. *(Students may request advice or guidance from Disability Services at any time throughout this process.)*

1. Students may choose to speak directly with Disability Services or their instructor to make sure accommodations were received and reviewed. Students may request assistance from Disability Services prior to having a conversation with their instructor. If the matter is not resolved satisfactorily, the student should contact Disability Services within three business days to assist in resolving the matter in a timely and professional manner.
2. Students may contact the Disability Services office and ask that their accommodations be reviewed and updated if necessary. Students may need to provide additional disability documentation to support new requests, however Disability Services staff is committed to working with students to create a comfortable and supportive environment to discuss their needs.
3. If a student chooses to not work through this issue with Disability Services or their instructor, they may contact the Vice President of Student Success and Title IX Coordinator, Justin Pfeifer at (316) 677-1020 or jpfeifer@wsutech.edu to make a formal appeal. Written appeals should include the following information:
 - The students name and WSU Tech ID#
 - A full description of the situation, including a statement of the requested solution.

The Vice President of Student Success, or designee, will notify the student within two business days of the receipt of the appeal. After review of the matter, the Vice President, or designee, will provide the student with the findings and provide student with available next steps within five business days.

4. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinator or to the Office of Civil Rights:

Office of Civil Rights U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106
816-268-0550

Service Animals

The Americans with Disabilities Act (ADA) defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be related to the person's disability. Some examples of eligible tasks that are not limited to, guiding individuals with impaired vision, pulling a wheelchair, or fetching dropped items for an individual with a physical disability.

A service animal is a working animal, not a pet, and can be a dog of any breed. Animals whose sole function is to provide emotional support, comfort, or companionship do not qualify as service animals under the ADA.

For more information on the WSU Tech Animals on Campus policy please refer to the WSU Tech website [Policy 7-29: Animals on Campus](#).

Forms and Agreements

(on the following pages)

Assistive Technology Device Loan Agreement

Student Name: _____ WSU Tech ID# _____

Address: _____ City _____ State _____ Zip _____

Email: _____ Phone: _____

Technology Borrowed: _____

BORROWER'S RESPONSIBILITY AND LIABILITY

I understand and agree that I am responsible for proper handling and use of all borrowed devices. I agree to keep devices clean and not misuse them. I am responsible for returning all devices and any components to WSU Tech Disability Services at the end of the semester.

If a device breaks or malfunctions, I will immediately notify the WSU Tech Disability Services Department. I will not be held responsible for equipment breakage or malfunction that occurs during normal use if I report it promptly. In the case of loss of a device or components, I may be held financially liable.

In the event of a loss, I will contact the WSU Tech Disability Services Department. The total replacement value of the item(s) I want to borrow is \$ _____ plus the cost of the shipping case, if applicable.

In the case of theft, I will not be held responsible, if I immediately report the incident to the WSU Tech Safety Department and provide a copy of the police report to staff at the WSU Tech Disability Services Department. I understand that borrowed devices are purchased with federal and/or state funds for the benefit of individuals with disabilities and are not to be used for private gain or commercial use by any individual or entity.

Student Signature _____ Date: _____

Disability Services Staff _____ Date: _____

Student Agreement for Recording Lectures

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, institutions of higher education must provide auxiliary aids and services to students with documented disabilities, and ensure equal access to the institution's programs, courses, and activities.

It is understood that some students have difficulty taking adequate notes or need more time to process spoken content or information during lectures. Digital audio recorders are an acceptable auxiliary aid for students with disabilities and those who need to have content available for later review.

Guidelines for recording lectures

- Students need to communicate with instructors this and all accommodations before devices are used for recording lectures or discussions.
- Recordings in any form are;
 - The intellectual property of the instructor and not owned by the student.
 - An alternate format of the class notes for students with disabilities and those that need them.
 - Only used by the student who is provided the accommodation and are not to be consumed or sold to any other person, in this or any other format.
 - Released to the student by the instructor for the reasons listed above, and the student with the accommodation is responsible for using them within these guidelines.
- Students that self-disclose personal information or experiences in recordings are protected under the same guidelines as the instructors spoken content.
- Permission to record lectures will not be withheld if this access is not abused by the student.
- If abuse has been determined, the accommodation will be reevaluated, and disciplinary action may occur.

Review and sign below:

I understand that because of my disability I have been approved to record lectures in class for my personal study use only and no other purpose. I understand that I may not share the audio recordings with others or profit financially from the content. I understand that information contained, and the recorded lectures is protected under federal copyright laws and may not be published or quoted without consent.

I understand that violating this agreement may result in a review and possible removal of this accommodation or similar services in the future.

I agree to the terms of this agreement.

Student Signature

Date

Request for Accommodations and Academic Support

WSU Tech works with students to ensure a positive educational experience and equal access to educational opportunities and programs. Students with disabilities may request academic accommodations by completing the information below, signing a Release of Information to allow Disability Services staff to communicate with the appropriate personnel, and by providing documentation of disability completed by a licensed professional.

Name _____ Date of Birth _____

WSU Tech ID _____ Course of Program Study _____

Permanent Address _____ City/State/ZIP _____

Daytime phone _____ Email _____

Shocker Pathway Student ____ Yes ____ No Course of Program Study _____

Please Provide Disability Information/Disability Description Below:

- ☐ Vision _____
- ☐ Mobility/Ortho _____
- ☐ Hearing _____
- ☐ Learning Disability _____
- ☐ Speech _____
- ☐ Other _____

Please list Nature of Requested Services or Accommodations below:

Accommodations needed in classroom: _____

Auxiliary aids: _____

Other: _____

Accommodations and Auxiliary aids: Students are responsible for requesting accommodations or auxiliary aids in a timely manner. Requests should be made at least two weeks before courses, programs or activities begin. Students are responsible for making a written request for assistance to obtain specialized support services from other resources such as State Vocational Rehabilitation, Recordings for the Blind, State Services for the blind, etc. I understand that I must provide medical or other diagnostic documentation of my disability and limitations, prepared by a qualified physician, psychologist, or professional to Disability Services.

Student Signature _____ Date _____

Please return this confidential document to:

WSU Tech -Disability Services
3821 E. Harry, Wichita, KS 67218
316.677.1065/Fax: 316.462.0716
disabilityservices@wsutech.edu

Release of Information Form

Name _____ Student Id# _____ Date of Birth _____

I give the Disability Services Department at WSU Tech, permission to share information regarding my accommodations with my instructors and/or with the following persons and/or agencies:

_____ All agencies and/or persons with a legitimate need to know.

Or check specific groups below with whom WSU Tech may share information:

_____ All faculty or staff with a legitimate need to know

_____ Specific faculty only—please specify: _____

_____ Other college personnel; Academic Advisor, Success Coach, Financial Aid, TRIO, Testing Center

_____ Case manager or school counselor name phone #: _____

_____ Medical/counseling facilities _____

_____ Wichita State University Department of Disability Services, or WSU Campus Housing Personnel

_____ Wichita State University NIAR Lead/Instructors (CATIA students only)

_____ NexStep Alliance staff (GED students) _____

_____ Recordings for the blind

_____ Department of Rehabilitation; Department of Veteran Affairs

_____ Other (parents, guardians, spouses, family members) please specify: _____

I understand that I must provide medical or other diagnostic documentation of my disability and limitations, prepared by a qualified physician, psychologist, or professional, to Disability Services. This confidential form will be in effect from the date signed and will remain effective during my registration at WSU Tech.

I understand that if I need to make changes to those I am giving permission for you to share my information, I will request and fill out a new form.

Student Signature _____ Date _____

WSU Tech does not discriminate with regard to race, religion, color, sex, disability, national origin or ancestry, age or gender in its admissions, progress, or activities. Persons with questions may contact Human Resources Director, 4004 N Webb Rd, Wichita, KS 67226 (316) 677-9400.

Please return this confidential document to:

WSU Tech -Disability Services
3821 E. Harry, Wichita, KS 67218
316.677.1065/Fax: 316.462.0716
disabilityservices@wsutech.edu

Documentation of Disability

By signing this form, I grant permission for information concerning my disability to be released to WSU Tech and/or Wichita State University, Office of Disability Services. I understand all documentation of disability information is treated as confidential material.

Student Name _____ WSU Tech ID # _____ Date of Birth _____

Student Signature _____ Date _____

Disability Verification

(This section to be completed by physician, psychologist, or other licensed professional)

Name of physician, psychologist, or professional _____

Address _____ Day Telephone _____

City/State/ZIP _____ Evening Phone _____

The above student has requested accommodations through our office and is needing you to complete the following information. To ensure the provision of reasonable and appropriate services for students with disabilities, students requesting services must provide current documentation of their disability. Any information you can provide that offers recommendations for necessary and appropriate auxiliary aids or service, academic adjustment or other accommodation is needed.

Date of Diagnosis _____

Diagnosis (DSM Criteria-if applicable) _____

Process/testing used to determine diagnosis: _____

Functional limitations resulting from the condition/disorder that would, in your opinion, impede the student's educational performance. Please check all that apply:

- ☐ Poor concentration, distractibility and/or confusion
- ☐ Intense anxiety, phobia and /or panic.
- ☐ Difficulty hearing and/or speaking during discussions in class.
- ☐ Difficulty completing enrollment process due to crowds, long lines, decision making and/or completing assignments.
- ☐ Difficulty in taking notes, reading college texts, taking tests and/or managing time.
- ☐ Difficulty completing assignments due to pressures or disability.
- ☐ Other please specify: _____

Please List Recommended Services, Accommodations or Auxiliary Aids below: _____

Physician/Psychologist/Professional Signature _____ Date _____

Please return this confidential document to:

WSU Tech -Disability Services
3821 E. Harry, Wichita, KS 67218
316.677.1065/Fax: 316.462.0716
disabilityservices@wsutech.edu