The Disability Access Services office (DAS) offers an array of services to students with documented disabilities and assists faculty, staff and other members of the OSU community with access consultation and accommodation requests. Services include, but are not limited to note taking, sign language interpreting, real-time transcribing, alternative testing, transcribing and captioning media for accessibility, and conversion of text into Braille, digital text and tactile images. Assistance with registration, disability related housing needs, and access to OSU community events is also available.

**Non-Discrimination Policy:**

Federal and state laws prohibit discrimination on the basis of disability. For a copy of university policy and guidelines, contact the Office of Equity and Inclusion (7-3556). It is the intent of the University Advisory Committee for Persons with Disabilities (UACPD) that Faculty of OSU go beyond legal requirements in fostering an atmosphere of enhanced learning. The President established the UACPD as an advisory committee to recommend policy and procedures on disability issues.

**Confidentiality**

Information concerning a student’s disability should be disclosed only to those with a legitimate "need to know." Sharing of information with other faculty and staff needs to be balanced with the student's interest while maintaining their privacy. Further disclosure should only be made with the express permission of the student or in consultation with appropriate DAS staff. Please do not discuss a student’s disability or need for accommodations in front of other students.

**Documentation of Disability**

Assistance is available to students whose disabilities have been documented by the appropriate professional and in accordance with the Americans with Disabilities Act. Disability verification is solely the responsibility of the DAS office. The student is responsible for providing appropriate documentation. Faculty should not be involved in the process of documenting a disability. As a faculty member, you can assist students by directing them to DAS’s resources, thereby easing the student's adjustment and assuring a more positive early university experience. If you do receive a letter from DAS, the student's disability has been documented.

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Faculty and Staff Responsibilities

Before the Term Starts:

Class Syllabus

Please be sure that your syllabus contains this statement: "Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at (541) 737-4098."

Notification Email from DAS

Faculty will receive an email from DAS identifying appropriate accommodations for the student. Please review the email and consider the impact of the accommodations in the context of your class. Discuss any questions or concerns you have with DAS staff.

Contact Information
Disability Access Services (DAS)
A200 Kerr Administration Building
541-737-4098 (voice)
http://ds.oregonstate.edu

This publication can be made available in an accessible format upon request. Please call the Office of the Dean of Student Life, 541.737.8748