



NORTHERN
Oklahoma College

TONKAWA | ENID | STILLWATER

**Student Disability Services
Handbook**

2016 - 2018

Northern Oklahoma College

Mission Statement

Northern Oklahoma College, a multi-campus learning community, provides high quality, accessible, and affordable educational opportunities and services to allow citizens to develop to the full extent of their abilities, to succeed in a competitive global environment, and to be effective life-long learners.

Vision Statement

Northern Oklahoma College will be recognized as a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness.

Core Values

Personalized Education:

We believe in providing individualized services that lead our students to achieving their academic goals in a welcoming and safe environment.

We believe in providing support to students in and out of the classroom so that they receive a full college experience with diverse opportunities.

Community and Civic Engagement:

We believe that educated citizens are necessary for a healthy, democratic society, and that free and open expression and an appreciation for diversity are cornerstones of higher education.

We believe in economic and environmental sustainability and the importance of enriching the intellectual, artistic, economic, and social resources of our communities.

Continuous Improvement:

We believe in the inherent value of intellectual pursuit for both personal and professional growth, as well as in the need to prepare students for 21st century professions.

We believe that a knowledge-centered institution is vital to a knowledge-based economy, and we measure our success against national models and standards of excellence.

Goals

- To provide an academic agenda of associate degrees, certification programs, and other initiatives to ensure student learning and student success; to assist and encourage students to attend four-year institutions upon graduation; or to obtain employment commensurate with their knowledge base, educational experiences, and interest.
- To enhance student success by providing high-quality support services to students through an extensive counseling program, developmental education for individuals who need assistance, enrichment options for academically advanced students, and student assistance with academic financial obligations.
- To provide students opportunities that will inspire civic, cultural, and social responsibility.
- To provide multiple venues of learning opportunities for degree obtainment, continuing education, community enrichment, and lifelong learning.
- To provide accessible, inclusive, and caring learning environments that connect with the diversity of the communities we serve and their individual needs.
- To provide a learning environment for programs and courses that foster economic development within the framework of a global marketplace.

- To integrate processes of institutional research and assessment to continuously improve the institution's efficiency and effectiveness.

Approved October 20, 2005

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices. This includes but is not limited to admissions, employment, financial aid, and educational services. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580.628.6240 8 a.m. to 5 p.m. Monday through Friday.

Northern Oklahoma College is an equal opportunity institution. This publication is issued by the Counseling Office, located within the Office of Student Affairs and printed by Northern's Printing Services. 150 copies have been prepared and distributed at a cost of \$89.50. Printed in November 2012.

Equal Opportunity Statement

In compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other Federal Laws and Regulations, Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

This handbook has been prepared for general information purposes only. No statement in this handbook constitutes a contractual obligation by the Board of Regents of Northern Oklahoma College. If any policy statement of the college is in contradiction to statements appearing in this handbook, such official policy statements will be deemed to have control over the statements appearing in this document. The Board of Regents and the college reserve the right to alter the terms of official policy statements and/or this handbook at any time, without advance notice.

Northern Oklahoma College Student Disability Services

Northern Oklahoma College is committed to providing support services to eligible students with documented disabilities. The Handbook for Students with Disabilities has been developed to provide students with an outline of the services provided by Student Disability Services (SDS). If you have additional needs, which are not specifically addressed, please contact the Student Disability Services Office. The Northern Oklahoma College Student Disability Services is guided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which prohibit discrimination against otherwise qualified individuals with disabilities and mandate that reasonable accommodations be made for such persons.

Specifically, Section 504 of the Rehabilitation Act states:

No otherwise qualified individual with a disability in the United States solely by reason of his (or her) disability shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal assistance, or under any program conducted by any executive agency or by the United States Postal Service (104.4).

The federal legal definition of a disability includes a person who: (i) has a physical or mental impairment, which substantially limits one or more major life activities, (ii) has a record of such impairment or (iii) is regarded as having such an impairment (104.3).

Americans with Disabilities Act of 1990

This act augments Section 504 legislation and extends it to the general public, not only educational institutions. In Title II, the ADA specifies that: a qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. (ADA 42 U.S.C. Sec. 1211.) ADA committees on the Tonkawa, Enid, and Stillwater campuses are comprised of students and faculty. Their purpose is to assess provision of reasonable accommodations for the student with disabilities.

Although neither the ADA nor the courts have defined the precise parameters of the test for reasonableness, it is clear that the determination of whether a particular modification is 'reasonable' involves a fact-specific, case-by-case inquiry that considers, among other factors, the effectiveness of the modification in light of the nature of the disability and the cost to the organization that would implement it." (Disability and Higher Education: Guidance for Section 504 and ADA Compliance, 1998: 6:3.)

How to Access Services

Students with disabilities who desire to access services shall initiate their request by contacting Student Disability Services (SDS). The SDS office is located in the Tonkawa Counseling and Career Services located on the

Tonkawa campus in Vineyard Library--Administration Building 102C and on the Enid campus in the Counseling and Career Services in the Everest Administration Building. Students on the Stillwater campus can request services at the Student Union Building, Room #315. Students can expect to meet with a SDS coordinator to discuss their disability-related or academic needs. During the process, students will have an opportunity to identify specific academic, or disability-related, accommodations which they need.

Services must be requested by the student in writing each semester. Students should complete a Service Request Form (SRF) to initiate their requests prior to, or at the beginning of the semester to help ensure timely provision of the necessary accommodations. For best outcomes, students are highly encouraged to complete the SRF early in the institutional enrollment period. Students must also identify themselves to their instructors to facilitate the implementation of the identified classroom accommodations. Consultation among the student, their instructor(s), and the Coordinator of Student Disability Services may be necessary for some accommodations. Each student is encouraged to act as his/her own advocate and has the primary responsibility for securing assistance. Early and regular contact with Student Disability Services will help ensure the timely identification and provision of services and accommodations.

General Guidelines for Disability Documentation

Some disabilities can be verified simply by observation in the Student Disability Services Office. An example of this is the obvious use of a wheelchair as a result of mobility impairment. Other types of disabilities require more formal written documentation. This documentation can only be prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment related to the disability. Documentation must be typed or word-processed and printed on the letterhead of either the practitioner or the agency hosting the practice. Handwritten notes on prescription pads or handwritten treatment records will not be accepted. *A high school IEP or 504 plan is not sufficient documentation of disability.* Documentation must be current. In most cases, this means within the past three (3) years. For older documentation, it should be an adult evaluation. Documentation should include the Seven Essential Elements of Quality Disability Documentation:

- The credentials of the evaluator.
- A diagnostic statement identifying the disability
- A description of the diagnostic methodology used
- A description of the current functional limitations. While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is recommended. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.
- A description of the expected progression or stability of the disability.
- A description of past and current accommodations, services and/or medications.
- Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

Learning Disability/ADHD Documentation

Students applying for services and accommodations on the basis of a learning disability or ADHD must have appropriate and thorough documentation. The existence of a disability and the need for accommodation are two different things and may be documented by two different sources. The student must provide documentation verifying the condition which:

- is prepared by a professional qualified to diagnose the condition, including but not limited to a licensed physician, learning disability specialist, psychologist, psychiatrist;
- includes the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
- reflects the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing grammar, and spelling; and,
- reflects the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the request for any academic adjustment. Reasonable accommodations should be based on the interpretation of the assessment scores, history of accommodations, the testing format and the student's input on what works best.

Students who were diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.

Faculty Notification of Services to Students

NOC is required to disseminate sufficient information to students informing them of their rights offered by ADA. The methods of providing this information are as follows:

1. **Student Handbook:** The Student Handbook includes the statement, "Students with disabilities that anticipate needing academic assistance or accommodations are encouraged to schedule an appointment with Student Disability Services as soon as possible. Students who identify themselves as requiring disability-related services are asked to provide current testing information or other relevant documentation. Student Disability Services can be found in the Counseling and Career Services Office."

2. **Course Syllabi**

NOC faculty include the following statement in their course syllabi each semester:

"If you believe you have a disability of any type, please let me know within the first two weeks of class so I can work cooperatively with you and the Counseling Office to provide reasonable and fair opportunities for you to be a productive and successful learner in this course. It is your responsibility as a student to notify the Counseling Office of your disability. Faculty have an obligation to respond when they receive official notice of a disability from the Counseling Office but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The Counseling Office numbers are as follows: Tonkawa campus 580-628-6651, Enid campus 580-548-2256, Stillwater campus 405-744-7116, University Center-Ponca City 580-716-5600. For more information on the ADA Policy, you may also contact the Office of Student Affairs at 580-628-6240 on the Tonkawa campus or 580-548-2327 on the Enid campus. On the Stillwater campus, you may contact the Vice President for the Stillwater campus at 405-744-2212. For the University Center in Ponca City, contact Ellan Edwards at 580-718-5607."

Services Available

The Office of Student Disability Services is committed to providing assistance to students that will facilitate their independence and academic progress. Students should utilize these services to support their academic goals. Reasonable accommodations are based on appropriate documentation and disability-related need, not on desire.

Students should be aware that services will be designed in a manner to remove barriers in the classroom that could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

When providing accommodation for disabilities, institutions of higher education are not required to lower academic standards or compromise the integrity of the school or program.

Each case will be viewed individually and determinations made upon the documentation submitted and discussion with the student. Services on an individual basis may include:

- Instructor notification
- Extended testing times
- Campus orientation
- Building/Classroom accessibility
- Classroom accommodations
- Readers or Scribes for tests
- Faculty Liaison
- Deaf/Hard of Hearing Services
- Tutoring
- Note-taking Assistance
- Alternate format texts
- Audio recordings
- Residence Life/Housing accommodations

Instructor Notification

To aid students in securing appropriate services, the office provides instructors with written verification of a student's disability and recommendations or academic accommodations. Students should identify themselves to their instructor(s) for implementation of the identified classroom accommodations.

Extended Testing Times

The coordinator of Student Disability Services will provide instructors written notification of the student's necessary accommodations at the beginning of each semester. Requests for extended time and/or a minimally-distracting environment are general requests for many disabilities. Extended test time can range from 1.5 times of the classroom allotted time to up to twice the classroom allotted time, but it must be taken the same day, or before, the classroom administered exam. The extended time granted is determined by the student's disability and need, and can vary. The student should talk personally with their instructor as soon as possible, preferably within the first two weeks of class to explain the need for alternative testing. Instructors may contact the Student Disability Services Office if there are questions about the request of procedures. The instructor and student should agree on an acceptable time and place for alternative testing. In the event the instructor is unable to facilitate the testing needs of the student, the Testing Center has areas available. Exams may be scheduled during the regular office hours of 8:00 am to 5:00 pm weekdays, and tests must end no later than 5:00 pm. Examinations are administered and timed according to the specification of the student's instructor and Student Disability Services. Students must notify the Testing Center as soon as the test date has been assigned.

Campus Orientation

The office will provide students with a detailed campus map that highlights accessible entrances to buildings and handicapped parking spaces and will provide a personal campus orientation upon request.

Classroom Accessibility

If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify Student Disability Services to obtain a change in classroom location.

Classroom Accommodations

Special seating arrangements will be available for students, including a seat close to the door, front row seating, specific chair or table/desk type.

Readers or Scribes for Tests

Readers and scribes are provided in the Counseling and Career Services Office for test taking only. A counselor from the Counseling and Career Services Office will be made available for the student as specified in their documentation. The reader will not offer clarification. If clarification of the question is a problem for the student, he/she may write a brief explanation of how he/she understood the question so the instructor will understand the point of view of the answer. Disability law considers typing of papers a personal service and is not available at this time.

Faculty Liaison

The role of the liaison or coordinator is to assess individual students' needs and help to develop and implement plans to accomplish their needs. The goal is to raise awareness of learning differences and explain accommodations. Students are encouraged to be self-advocates and are provided guidance when necessary. Most faculty-student issues can be resolved between the two parties. In the event there is a communication problem or no resolution, the coordinator of Student Disability Services will act as the liaison.

Deaf/Hard of Hearing Services

A local agency, contract personnel, or real time captionist may be utilized to provide these services. Students requesting these services to be used in the classroom or tutoring settings should notify SDS as soon as possible. If a class will be missed, at least 48 hours advance notice is expected. A "no show" or notice less than 48 hours in advance will be counted as a "miss," save in extenuating circumstances. Three misses could result in suspension of services until the student meets with the SDS office.

Any student with a hearing impairment residing in Northern Oklahoma College provided housing must self-identify to the Dean of Students and SDS coordinator to receive accommodations in housing, including modified alarm system, assistance during an emergency, etc.

Tutoring

Tutoring is available to all students through each academic division with instructor office hours. In addition, on-site tutoring is available for math, writing and other subjects as needed in tutoring areas, and students have access to tutor.com, an online tutoring service, 24/7 via a link on their class Blackboard page. Students are encouraged to locate these services for their individual subjects early in the semester to ensure easy access when they wish to utilize tutoring services.

Note-taking Assistance

Students may arrange for assistance in note-taking by asking for a volunteer note-taker. To request volunteer note-taking, the student is responsible for contacting Student Disability Services. A letter will be sent to the student's instructors requesting an in-class volunteer note-taker solicitation. "Volunteer Note-taker Packets," which include NCR paper (no carbon required), are available in SDS. The Volunteer Note-taker Program is not intended to replace class attendance. If the student misses a class, he/she is not eligible to receive notes for that day from the regular note-taker unless the instructor agrees.

Alternate Format Text

Students may register for alternate format text books, and with Recording for the Blind and Dyslexic. Student Disability Services will supply the application for the student to submit to the Recording for the Blind and Dyslexic.

Audio Recording

When documentation warrants, students are encourage to tape lectures. Students are responsible for providing their own recording device.

Priority Enrollment

Students with disabilities who would like priority enrollment will need to contact the Vice President for Enrollment Management.

Course Substitution

If a student with disabilities feels he/she needs to make a class substitution, they must:

1. Make a written request to their advisor.
2. The advisor will review the request and make a recommendation to the Division Chair.
3. The Division Chair will review the request and make a recommendation to the Vice President for Academic Affairs who will make the final determination.
4. A completed Copy will be furnished to the Registrar.

Food Services

NOC along with Copper Pot Catering is committed to working with students on a case-by-case basis to address the needs of individual students with food allergies and/or celiac disease. If a student needs any food allergy accommodation, the student must contact the SDS Coordinator, or Dean of Students, to initiate the process. The student will then work with the Director of Dining on a case-by-case basis so that food needs are accommodated.

Residence Life/Housing

Northern Oklahoma College recognizes that students with disabilities may require a specific type of housing to fully participate in the residential component of the college experience. NOC provides disability housing accommodations in accordance with the Americans with Disabilities Act. The Institution has established the following procedures to ensure that students with disabilities have equal access to campus housing. The following must be noted about these procedures:

- Students must be eligible for Residence Life housing in order to be eligible for disability housing accommodations.
- Students with Service Animals, or those requesting permission have an assistance animal in housing, should also refer to the Service Animal Policy for information about related policy, procedures and expectations.
- Students who wish to have either “live-in” or per-diem personal care assistants (PCAs) must be approved for this accommodation before bringing their PCAs to campus.
- NOC students must re-apply for disability housing accommodations each year and submit new disability documentation.

Procedures for Requesting Housing Accommodations

1. Students must follow general housing procedures, and should consult Student Affairs and Residential Life staff for this information, as well as the official NOC Student Handbook.
2. Students must submit a completed Request Form for Disability Housing Accommodations, a personal statement describing their disability and their need of the housing they are requesting, and disability documentation. Disability documentation must follow the General Guidelines for Disability Documentation outlined in this handbook, be sufficient to establish a direct link between the underlying condition and the requested housing accommodation(s), and if requesting housing

accommodations due to asthma or allergy conditions, submit a completed Verification of Disability Form for Asthma and Allergy Conditions.

All required items must be sent to:

Disability Services
Northern Oklahoma College
100 S. University Ave
Enid, OK 73701
Fax: 580-628-6284

Incomplete Applications, or those without disability documentation, will not be considered.

3. Requests are considered by the Disability Services Coordinator and Dean of Students minimally. The student's disability status, necessity of requested accommodations, potential alternative accommodations, and what if, any, housing accommodations would be appropriate for the student are evaluated and reviewed by the Disability Services Coordinator and Dean of Students. Students are informed of the status of their request within one week of review.
4. All requests for disability housing accommodations, along with all of the required documentation and forms referenced above, must be submitted with the Housing Application prior to the start of each semester.
5. Students who are not granted housing accommodations through this process will have the opportunity to appeal the decision. If a decision denying the request for disability housing accommodations is made, students will receive information about the appeals process with their decision letter. All requests for appeal are reviewed by the Vice President for Student Affairs.

Student's Responsibilities

- The student must complete a Service Request Form (SRF) each semester to request services (e.g. instructor notification, note-taking assistance, alternative testing, etc).
- SDS will respond to requests when made. To help ensure timely provision of appropriate accommodations early notification is essential. Students are expected to make Deaf/Hard of Hearing request for services immediately after enrollment.
- Students should arrive early the first day of class in order to introduce themselves to the instructor and position themselves for the best view of any visual information displayed.
- When multiple accommodation options exist, a determination will be made as to the most reasonably appropriate accommodation. Individual preference will be considered in the decision-making process, and accommodations that are equally effective to the requested accommodation will be considered.

Students that are provided Deaf/Hard of Hearing services are required to:

- Be on time.
- Inform the SDS of any changes in scheduled class (-es) or meeting (s), e.g. cancelled class, dropped course, or a change in class location.
- Raise his/her hand or call the instructor's name when he/she desires to participate in class discussion.
- Inform the Dean of Students and SDS Coordinator of any needs regarding college-provided housing.

Service Animal Policy

A service animal is defined by the American's with Disabilities Act as, "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Examples of work or tasks include, but are not limited to, the following:

- Assisting individuals who are blind or have low vision with navigation or other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing non-violent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting individuals to the presence of allergens;
- Retrieving items such as medicine or the telephone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a Service Animal under this policy.

Under the ADA:

- Dogs or other animals whose sole function is provide comfort or emotional support do not qualify as service animals.
- NOC must allow individual trained dogs that qualify as service animals to accompany persons with disabilities in all areas of the facility where the public is normally allowed to go; however it may be appropriate to exclude a service animal from any location where the animal's presence may compromise the safety of an environment (i.e. clinical practicum settings, laboratories, or food service programs). These exceptions are determined on an individual basis to determine whether the animal poses a possible danger and if other reasonable accommodations can be provided.
- Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case the individual must maintain control of the animal through voice, signal or other effective controls.
- NOC is not legally required to accommodate service animal if it poses a direct threat to the health or safety of others, the owner cannot effectively control it, or if the animal is not housebroken.

Fair Housing Act & "Assistance" Animals.

In accordance with the Fair Housing Act (FHA), Northern Oklahoma College is required to accommodate "assistance animals," which includes Service Animals as well as untrained emotional support or therapy animals (not limited to dogs) in housing. Under the FHA, a person may keep an assistance animal in his or her dwelling unit as a reasonable accommodation if:

1. The person has a disability;
2. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and
3. There is an identifiable relationship between the disability and the assistance the animal provides.

Also in accordance with the FHA, NOC does not have to permit animals that pose a direct threat to the health and safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of NOC's operation.

Assistance Animals & the Student's Responsibility

- Any student requiring the use of an assistance animal must document the request in writing when completing the Student Housing application.

- The student must meet with the SDS coordinator, or Dean of Students, to obtain the Assistance Animal Request Form (AARF), and return the form completed by a physician, psychologist, licensed social worker, psychiatrist or other person qualified to diagnose the disability requiring the Assistance Animal.
- The AARF must be completed and returned to the SDS Coordinator, or Dean of Students, prior to occupying NOC affiliated housing with the Assistance Animal.
- The student is required to provide all care and food for assistance animals, including the animal's toileting needs, health care, etc.
- The student is responsible for any damage in the dwelling caused by the assistance animal.
- If the student establishes necessity for an Assistance Animal, and it is allowed in student housing, an Assistance Animal is not permitted in other areas of the institution (e.g. libraries, academic buildings, classrooms, labs, student center, cafeteria, etc.).

Procedures for Requesting Service/Assistance Animals in Student Housing

1. A student requesting permission to keep a Service or Assistance Animal in student housing must make a formal request to the Disability Services Office. To do so, the student must submit the appropriate Disability Housing Accommodation Request Form, and in some cases, documentation of his/her disability for review. Forms must be completed and submitted as soon as a student knows that he/she will be requisition a Service or Assistance Animal, which should be at least 30 days before the student intends to move into student housing. While applications submitted after this timeframe may be accepted and considered, NOC cannot guarantee that it will be able to meet a late applicant's accommodation needs, including any needs that develop during the semester.
2. If the individual's disability and the necessity for the animal are obvious (e.g. a blind student is seeking to live with her guide dog), the individual need only provide a statement of disability and describe need on the Disability Housing Accommodation Form. No documentation/verification will be required under these circumstances.
3. If the disability and/or necessity for the animal are not obvious, documentation/verification of the need for a Service or Assistance Animal should follow the Disability Services Office's guidelines for documentation of a disability, and should generally include the following current (within the last 6 months) information:
 - Verification from a physician, psychologist, or other licensed professional who is in a position to know about the individual's disability;
 - The student's disability; and
 - A statement of how the animal is necessary because of the student's disability to ensure an equal opportunity to use and enjoy student housing.
4. The Coordinator of the Disability Services Office will review the documentation, make a determination as to whether the request is approved or denied, and then arrange a meeting with the student. Students whose request is granted will be notified of the acceptance of the animal and provided the NOC Service and Assistance Animal Policy for Housing. Students whose requested accommodation for a Service or Assistance Animal is denied through this process will be notified and may appeal such decision. All appeals are reviewed by the Vice President for Student Affairs. Students will received information about the appeals process upon notification of the denial.
5. Upon approval of a Service or Assistance Animal for student housing, residential building staff will be notified by the Disability Service Office as appropriate.
6. Upon approval of an Assistance Animal, the student's roommate(s) or suitemate(s) will be notified by the Disability Services Office that the approved animal will be residing in shared assigned living space.

Conflicting Health Conditions

Housing personnel will make a reasonable effort to notify students in the residence building where the Service or Assistance Animal will be located. Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Disability Services Office if they have a health or safety related concern about exposure to a Service or Assistance Animal. The Disability Services Office Coordinator will consider the conflicting needs and/or accommodations of all persons involved and arrive at a reasonable resolution of any such conflict on a case-by-case basis.

Access to Institution Facilities

A. Service Animals

A Service Animal is generally permitted to accompany the individual with a disability to any institution facilities where members of the public, students, staff and faculty are allowed. However, when present in other NOC facilities, the student must comply with NOC's Service Animal Policy.

B. Assistance Animals

An Assistance Animal must be contained within the privately assigned student living accommodations (room, suite, apartment, etc) except to the extent the student is taking the animal out for natural relief. When an Assistance Animal is outside the private student living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any institution facilities other than the building to which the student is assigned.

Owner's Responsibilities

- The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student's responsibility to know and understand these ordinances, laws and regulations. NOC has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. The College reserves the right to request documentation showing that the animal has been licensed.
- The Owner is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College.
- NOC will not ask for or require a student with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without animals.
- A student with a disability may be charged for any damage caused by his or her Service or Assistance Animal beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by an NOC-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the student's account for unmet obligations under this provision.
- Service or Assistance Animals may not be left overnight in student housing to be cared for by another student. If the Owner is to be gone overnight or for a prolonged period, the animal must accompany the Owner. The Owner is responsible for ensuring that the Service or Assistance Animal is contained, as appropriate, when the Owner is gone during the day to classes or other activities.
- The Owner agrees to abide by all equally applicable residential policies that are unrelated to the student's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Any violations of residential policies and subsequent discipline shall involve consultation with the Disability Services Coordinator before action.
- Should the Service or Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Removal of a Service or Assistance Animal

Northern Oklahoma College may exclude/remove an animal if:

1. The animal poses a direct threat to the health or safety of others,
2. The animals' presence would result in substantial property damage to the property of others,
3. The animal's presence results in a fundamental alteration of a College program,
4. The Owner does not comply with the Owner's Responsibilities set forth above, or
5. The animal or its presence creates an unmanageable disturbance or interference with the college community.

Any removal of the animal will be done in consultation with the Disability Services Coordinator and the Owner will be afforded all rights of due process and appeal as outlined in that process.

INCIDENT REPORT PROCEDURES

Students who believe they have received inappropriate or inadequate services from the Student Disability Services Office are encouraged to, and have the right to, file an incident report with the Vice President for Student Affairs. The Vice-President for Student Affairs can be found on the Tonkawa campus in the Vineyard Library Administration Building, #101. Students must take the initiative to file a form on their own behalf, will receive a written response in a timely manner, and are encouraged to recommend options to help rectify the issue. All decisions may be appealed to the college President.

The incident reporting form can be found in the back of this handbook, or in the Office of Student Disability Services:

Tonkawa:

Vineyard Library Administration Building
College Success Center
#102 C
580-628-6651
580-628-6798 (fax)
Milynda.wade@noc.edu

Enid:

Everest Administration Building
580-548-2256
580-628-6284 (fax)
Jill.helmer@noc.edu

Stillwater:

Oklahoma State University Campus
315 Student Union
405-744-7116
405-744-8380 (fax)
accessibility@okstate.edu

Northern Oklahoma College

Tonkawa Enid Stillwater

INCIDENT REPORT FORM

Complete and return to the Vice Present of Student Affairs on the Tonkawa Campus.

Name _____ Time _____

Date _____ Class _____

Problem (Please be specific) _____

Recommended Solution _____

Student Signature _____ Date Filed _____

For Office Use Only

Response _____

Staff Signature _____ Date Filed _____

NORTHERN OKLAHOMA COLLEGE

REQUEST FORM FOR DISABILITY HOUSING ACCOMMODATIONS

Please refer to the Disability Housing Accommodations Procedures for the complete process for requesting disability related housing accommodations. Students must follow these procedures and provide all of the required information in order to be considered for disability housing accommodations.

Name: _____

Date: _____

Student ID: _____

Permanent Address: _____

Anticipated Move-In Date or location if currently in housing: _____

Email Address: _____

Preferred Phone Number: _____

Current Academic Status:

- Freshman
- Sophomore
- NWOSU student
- Other: _____

Please specify your disability: _____

If this request is due to a temporary injury, please indicate expected duration: _____

Disability Accommodations Requesting:

- Single Room
- Wheelchair Accessible Unit
- Flashing Alarm
- Accessible building
- Service or Assistance Animal
- Other: _____
- Other: _____

If you have a Service or Assistance Animal, which you plan to have live with you in NOC Housing, please answer the following questions if applicable. Questions 1-4 pertain to Service Animals, questions 5-6 pertain to Assistance Animals.

- | | | |
|---|-----|----|
| 1. My Service Animal is a dog. | YES | NO |
| 2. My Service Animal is a miniature horse. | YES | NO |
| 3. My Service Animal is required because of my disability. | YES | NO |
| 4. List tasks/work your service animal is trained to perform: | | |
| Task: _____ | | |
| Task: _____ | | |
| Task: _____ | | |
| Task: _____ | | |

5. My animal is an Assistance Animal. YES NO
6. List types of assistance the animal provides in relation to your disability:
7. Task: _____
8. Task: _____

PLEASE NOTE: Disability documentation is required to consider a request to have an assistance animal reside in NOC housing as a disability accommodation.

Please indicate your preferred residence halls:

1. _____
2. _____
3. _____

You must also attach a personal statement describing your condition and your need for each of the accommodations that you are requesting.

If you have not done so already, please attach documentation from a qualified medical or other provider in support of your requested accommodation(s). Refer to the NOC Student Disability Services Handbook for documentation guidelines.

You must complete the attached Evacuation Assistance Form or indicate below that you do not need any assistance with emergency evacuation.

This Request Form will not be reviewed without a personal statement and completed Evacuation Assistance Form.

- I do NOT require assistance with emergency evacuation.**

Signature: _____

Please sign below, indicating that you have read Northern Oklahoma College's Disability Housing Accommodations Procedures and Guidelines (attached).

Student Signature: _____ Date: _____

Disability Evacuation Assistance Registration Form

Students whose disabilities, chronic conditions, or temporary injuries may interfere with their ability to evacuate their residence halls unassisted in the event of an emergency or evacuation, are encouraged to alert Student Disability Services by completing this form. This information will be shared with Northern Oklahoma College's offices of Security, Housing, and Residence Life.

Individuals with disabilities may be at greater risk during evacuations. Self-awareness and preparedness affords individuals the best chance for a safe evacuation. Student Disability Services encourages all students who believe their conditions may interfere with their safe evacuation to complete this form.

Student Name: _____

Student ID: _____

Mobile Phone Number: _____

Type of Disability/Chronic Condition:

- Visual Impairment/Blind
- Deaf or Hard-of-Hearing
- Sleep Disorder
- Chronic Health Condition (specify): _____
- Physical/Mobility
- Psychological
- Other: _____

Please check all that apply:

- I am not able to hear alarms at all times (due to sleep disorder or loss of hearing).
- I am not able to independently get in and out of bed.
- I am not able to independently transfer in and out of my wheelchair.
- I have a Service or Assistance Animal.
- I am not able to use stairs independently.
- I am able to navigate a limited number of steps/stairs. Specify general number tolerable: _____.

Do you have medical equipment that is required for daily use?

YES

NO

If yes, please describe: _____

Please list items that must be available to you in the event of an emergency (i.e. charger for motorized chair, medical or communication equipment, medications, etc)

1. _____
2. _____
3. _____
4. _____

Please describe your needs for evacuation assistance: _____

Student Disability Services Office Use Only:

Housing Location: _____

Academic Year: _____

Temporary Dates: _____

Housing/Res Life alerted to student's need for evacuation assistance.

Date and Initials: _____

NORTHERN OKLAHOMA COLLEGE
STUDENT DISABILITY SERVICES

HEALTHCARE DOCUMENTATION FOR HOUSING ACCOMMODATION REQUEST
To be completed by a Licensed and Qualified Medical Physician, Clinician, or Therapist

After reviewing your completed Housing Accommodation Request Form, the Student Disability Services Office will contact you to let you know if we require you to provide us with additional information, including submitting this Healthcare Documentation Form. At this time, you do not need to complete this Healthcare Documentation form, but we include it with this packet so you have it in the event that the College does need this additional information. Students will be advised by the College if they are required to forward this form to a medical provider.

Student Name: _____ **DOB:** _____

The above person is a current or entering student at Northern Oklahoma College (NOC) and is requesting a housing accommodation on the basis of a disability. Please respond to the following questions regarding the student's disability in order to assist NOC in our response to the student's request for housing accommodation.

Is the student currently under your care? Yes No

If yes, for how long have you cared for this student? _____

Date of most recent treatment/contact? _____

Nature of Disability:

Date disability began: _____ **Expected duration of disability:** _____

Please describe any limitations the student has related to the disability and the level of severity:

Describe how the disability is related to the Housing Accommodation Request:

What circumstances might exacerbate the student's disability?

What specific housing accommodations are being requested to assist in minimizing or alleviating the limitations related to the student's disability?

Please provide any additional information that you feel would be helpful for the College to evaluate the student's request for a housing accommodation.

Physician/Clinician/Therapist Signature

Typed or Printed Name of Physician/Clinician/Therapist

Field of Specialty

License Number and State

Office Address

City State Zip

Telephone

Fax

Date

Send Completed Forms to:

Northern Oklahoma College

Student Disability Services

100 S. University

Enid, OK 73701

Phone: 580-548-2256

Fax: 580-628-6284



Please note: General notes or statements without sufficient supporting information may limit the College's ability to process the accommodation request. Forms that lack signature or information concerning appropriate provider credentials will not be accepted. Additionally, documentation prepared by parents or relatives of the requesting student generally is not accepted.

NORTHERN OKLAHOMA COLLEGE
STUDENT DISABILITY SERVICES

SERVICE AND ASSISTANCE ANIMAL AGREEMENT

A service animal is defined by the American's with Disabilities Act as, "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Examples of work or tasks include, but are not limited to, the following:

- Assisting individuals who are blind or have low vision with navigation or other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing non-violent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting individuals to the presence of allergens;
- Retrieving items such as medicine or the telephone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a Service Animal under this policy.

Under the ADA:

- Dogs or other animals whose sole function is provide comfort or emotional support do not qualify as service animals.
- NOC must allow individual trained dogs that qualify as service animals to accompany persons with disabilities in all areas of the facility where the public is normally allowed to go; however it may be appropriate to exclude a service animal from any location where the animal's presence may compromise the safety of an environment (i.e. clinical practicum settings, laboratories, or food service programs). These exceptions are determined on an individual basis to determine whether the animal poses a possible danger and if other reasonable accommodations can be provided.
- Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case the individual must maintain control of the animal through voice, signal or other effective controls.
- NOC is not legally required to accommodate service animal if it poses a direct threat to the health or safety of others, the owner cannot effectively control it, or if the animal is not housebroken.

Fair Housing Act & "Assistance" Animals.

In accordance with the Fair Housing Act (FHA), Northern Oklahoma College is required to accommodate "assistance animals," which includes Service Animals as well as untrained emotional support or therapy animals (not limited to dogs) in housing. Under the FHA, a person may keep an assistance animal in his or her dwelling unit as a reasonable accommodation if:

4. The person has a disability;
5. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and
6. There is an identifiable relationship between the disability and the assistance the animal provides.

Also in accordance with the FHA, NOC does not have to permit animals that pose a direct threat to the health and safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of NOC's operation.

Assistance Animals & the Student's Responsibility

- Any student requiring the use of an assistance animal must document the request in writing when completing the Student Housing application.
- The student must meet with the SDS coordinator, or Dean of Students, to obtain the Assistance Animal Request Form (AARF), and return the form completed by a physician, psychologist, licensed social worker, psychiatrist or other person qualified to diagnose the disability requiring the Assistance Animal.
- The AARF must be completed and returned to the SDS Coordinator, or Dean of Students, prior to occupying NOC affiliated housing with the Assistance Animal.
- The student is required to provide all care and food for assistance animals, including the animal's toileting needs, health care, etc.
- The student is responsible for any damage in the dwelling caused by the assistance animal.
- If the student establishes necessity for an Assistance Animal, and it is allowed in student housing, an Assistance Animal is not permitted in other areas of the institution (e.g. libraries, academic buildings, classrooms, labs, student center, cafeteria, etc.).

Procedures for Requesting Service/Assistance Animals in Student Housing

7. A student requesting permission to keep a Service or Assistance Animal in student housing must make a formal request to the Disability Services Office. To do so, the student must submit the appropriate Disability Housing Accommodation Request Form, and in some cases, documentation of his/her disability for review. Forms must be completed and submitted as soon as a student knows that he/she will be requisitioning a Service or Assistance Animal, which should be at least 30 days before the student intends to move into student housing. While applications submitted after this timeframe may be accepted and considered, NOC cannot guarantee that it will be able to meet a late applicant's accommodation needs, including any needs that develop during the semester.
8. If the individual's disability and the necessity for the animal are obvious (e.g. a blind student is seeking to live with her guide dog), the individual need only provide a statement of disability and describe need on the Disability Housing Accommodation Form. No documentation/verification will be required under these circumstances.
9. If the disability and/or necessity for the animal are not obvious, documentation/verification for the need for a Service or Assistance Animal should follow the Disability Services Office's guidelines for documentation of a disability, and should generally include the following current (within the last 6 months) information:
 - Verification from a physician, psychologist, or other licensed professional who is in a position to know about the individual's disability;
 - The student's disability; and
 - A statement of how the animal is necessary because of the student's disability to ensure an equal opportunity to use and enjoy student housing.
10. The Coordinator of the Disability Services Office will review the documentation, make a determination as to whether the request is approved or denied, and then arrange a meeting with the student. Students whose request is granted will be notified of the acceptance of the animal and provided the NOC Service and Assistance Animal Policy for Housing. Students whose requested accommodation for a Service or Assistance Animal is denied through this process will be notified and may appeal such decision. All appeals are reviewed by the Vice President for Student Affairs. Students will receive information about the appeals process upon notification of the denial.
11. Upon approval of a Service or Assistance Animal for student housing, residential building staff will be notified by the Disability Service Office as appropriate.
12. Upon approval of an Assistance Animal, the student's roommate(s) or suitemate(s) will be notified by the Disability Services Office that the approved animal will be residing in shared assigned living space.

Conflicting Health Conditions

Housing personnel will make a reasonable effort to notify students in the residence building where the Service or Assistance Animal will be located. Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Disability Services Office if they have a health or safety related concern about exposure to a Service or Assistance Animal. The Disability Services Office Coordinator will consider the conflicting needs and/or accommodations of all persons involved and arrive at a reasonable resolution of any such conflict on a case-by-case basis.

Access to Institution Facilities

A. Service Animals

A Service Animal is generally permitted to accompany the individual with a disability to any institution facilities where members of the public, students, staff and faculty are allowed.

However, when present in other NOC facilities, the student must comply with NOC's Service Animal Policy.

B. Assistance Animals

An Assistance Animal must be contained within the privately assigned student living accommodations (room, suite, apartment, etc) except to the extent the student is taking the animal out for natural relief. When an Assistance Animal is outside the private student living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any institution facilities other than the building to which the student is assigned.

Owner's Responsibilities

- The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student's responsibility to know and understand these ordinances, laws and regulations. NOC has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. The College reserves the right to request documentation showing that the animal has been licensed.
- The Owner is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College.
- NOC will not ask for or require a student with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without animals.
- A student with a disability may be charged for any damage caused by his or her Service or Assistance Animal beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by an NOC-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the student's account for unmet obligations under this provision.
- Service or Assistance Animals may not be left overnight in student housing to be cared for by another student. If the Owner is to be gone overnight or for a prolonged period, the animal must accompany the Owner. The Owner is responsible for ensuring that the Service or Assistance Animal is contained, as appropriate, when the Owner is gone during the day to classes or other activities.
- The Owner agrees to abide by all equally applicable residential policies that are unrelated to the student's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Any violations of residential policies and subsequent discipline shall involve consultation with the Disability Services Coordinator before action.
- Should the Service or Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Removal of a Service or Assistance Animal

Northern Oklahoma College may exclude/remove an animal if:

6. The animal poses a direct threat to the health or safety of others,

7. The animals' presence would result in substantial property damage to the property of others,
8. The animal's presence results in a fundamental alteration of a College program,
9. The Owner does not comply with the Owner's Responsibilities set forth above, or
10. The animal or its presence creates an unmanageable disturbance or interference with the college community.

Any removal of the animal will be done in consultation with the Disability Services Coordinator and the Owner will be afforded all rights of due process and appeal as outlined in that process.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here and I agree to provide the additional information required to complete my Student Housing Accommodation Request Form under Northern Oklahoma College's Service and Assistance Animal Policy for Institutional Housing.

Resident Owner Signature

Date

Disability Services Representative

Date

Housing Representative

Date