



**Office of Accessibility &
Disability Resources
Student Handbook**

Welcome!

Dear Student,

Welcome to the Office of Accessibility and Disability Resources (ADR). This handbook serves as a resource to you and includes protocols, resources, and procedures. We are here to partner with you to ensure that you have the opportunity to participate in the educational and campus life experience at UToledo as a disabled student. Accommodations are available to support your path to success. Disability contributes to the rich diversity at UToledo and we are committed to sustaining an inclusive experience for our students with disabilities.

The student plays the most important role to ensure that the accommodations are effectively implemented. We depend on you to keep the lines of communication open between yourself, the instructors, and our office. This handbook is a resource that details procedures and responsibilities for the student.

We look forward to working with you and GO ROCKETS!

Enjie Hall, MRC, CRC, PC
Director of Campus Accessibility and Disability Resources

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Rights, Responsibilities, and Confidentiality

Rights

Students with disabilities at The University of Toledo (UToledo) have the right to:

- Equal access to facilities, technology, learning environments, and participation in programs, activities, and services offered by UToledo.
- Confidentiality of any documentation or correspondences of an impairment or medical condition.
- Accessible technology, alternative formats for information, means of effective communication, and accessible facilities.
- Express concerns or make suggestions for the facilitation of access and accommodations.

Responsibilities

Students with disabilities at UToledo have the Responsibility to:

- Meet and maintain essential institutional qualifications, requirements, and standards for courses, programs, services, and activities.
- Identify as an individual with a disability when an accommodation is being requested.
- Seek information, advocate for change, assistance and utilize resources.
- Provide documentation when necessary, which verifies disability and supports the request for accommodations.
- Participate in the interactive process by communicating with our office, instructors, and other university employees to address any disability-related concerns.
- Follow ADR processes for requesting and accessing accommodations as accommodations are not typically retroactive.
- Arrange to meet/communicate with the instructor to discuss the implementation of accommodations for each course.
- Inform our office and instructors of any difficulties utilizing academic accommodations.
- Check UToledo Rockets email account regularly, as all correspondence will be directed to the student's UToledo Rockets email.

Privacy of Information

The Office of Accessibility and Disability Resources views all correspondence and documentation pertaining to an impairment or medical condition as private. Only our office staff can access this information, which is protected by The Family Educational Rights and Privacy Act of 1974 (FERPA). For additional information on FERPA and Confidentiality, visit the [University of Toledo Registrar](#) website. The Office of Accessibility and Disability Resources will retain all disability documentation per the University's documentation retention policy.

Section 1: Admissions to UToledo and Affiliating with the Office of Accessibility and Disability Resources

Admission Requirements for Students with Disabilities

All students applying to UToledo are held to the same admission standards regardless of disability status. For additional information on admission requirements for areas of study refer to the appropriate Admissions Office.

At the post-secondary level, students must be considered an “otherwise qualified student” therefore it is important that the student review the technical standards of their program of study to determine their ability to meet program requirements with or without academic accommodations.

Why Student Input is Important

Students know best how they experience disability and what physical, environmental, technological, communication, and programmatic barriers impact them. Students provide a valuable perspective on what accommodations, strategies, tools, and devices are most beneficial to them.

The Office of Accessibility and Disability Resources serves as a resource to facilitate access and coordinate accommodations which will enable the student to have an inclusive higher education experience.

Please note: Applicable accommodations may vary depending upon the nature of the course or activity.

Affiliating with the Office of Accessibility and Disability Resources

The Office of Accessibility and Disability Resources works to ensure equal access to post-secondary educational opportunities at UToledo in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Through an interactive process, a team including ADR staff, instructors, college and department staff, and most importantly, the student; must work together to determine and implement the accommodations that will be most appropriate for an equitable experience.

Establishing Accommodations

1. Complete our online [New Student Application](#)
2. Submit documentation from high school such as an IEP or 504 Plan, accommodations verification from another institution of higher education, and/or reports from a health care provider, which verifies medical condition(s) and explains disability-related barriers to the educational experience when necessary.
 - Students may ask their health care provider to complete our [Disability Verification](#) form.
 - Please see our [Documentation Guidelines](#) for additional information.
 - An email will be sent to the student's Rockets email once the information submitted has been reviewed. It is important for students to check their Rockets email regularly.
3. Student input is critical therefore, students must complete a Disability Access Initial Appointment with an Accessibility Specialist to set up accommodations.

Once accommodations have been established, students will:

- Receive training on the procedures and how to use Disability Accommodations Portal or DAP system to select accommodations each semester.

Utilizing Accommodations

1. Each semester students will need to log into DAP to select accommodations to generate advocacy memos.
 - a. Log In: <https://teton.accessiblelearning.com/Toledo/>
 - b. Select "Sign In" and enter UToledo username and password
 - c. A pop up may appear asking to you sign the user accommodation agreements. If so, please sign before moving to next step.
 - d. Select classes in which you wish to use your accommodations and then continue to "Step 2".

4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.

5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

Fall 2021 - DIS 6000.901 - DIS STUD IN THEORY & PRACTICE (LE) (CRN: 58403)

Fall 2021 - MLS 6030.902 - MLS SEM IN NATURAL SCIENCE (SE) (CRN: 57961)

Step 2 - Continue to Customize Your Accommodations

ACCOMMODATIONS FOR SUMMER 2021

e. Select the accommodations you wish to use in each class. When finished select submit.

MLS 6030.902 - Mls Sem In Natural Science (Se) (CRN: 57961)

Instructor(s): Lawrence Anderson
Days and Time(s): Not Specified
Date Range(s): 08/30/2021 - 12/17/2021
Location(s): OC DL ONLINE (Campus: UT)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for MLS 6030.902

<input checked="" type="checkbox"/> Breaks for In-Class Sessions	<input checked="" type="checkbox"/> Course Materials as Accessible Digital Documents	<input checked="" type="checkbox"/> Disability-Related Excused Absences and Assignment Deadline Extensions
<input checked="" type="checkbox"/> Distraction Reduced Testing Location	<input checked="" type="checkbox"/> Extended Test Time - Time and a Half	<input checked="" type="checkbox"/> Occasional Breaks during Testing
<input checked="" type="checkbox"/> Student may Audio Record Lectures	<input checked="" type="checkbox"/> Student may Use Computer, Tablet or Note-taking Device	<input checked="" type="checkbox"/> Testing Location (Main Campus Memorial Fieldhouse Testing Center)
<input checked="" type="checkbox"/> Text to Speech Output during Testing	<input checked="" type="checkbox"/> Use of electronic course materials for open book tests	

2. Accessibility Specialists will then approve and send instructors accommodations memos listing the students selected accommodations.

Section 2: Reasonable Accommodations

The ADA mandates equal access and protects persons with disabilities from discrimination. While the ADA does require colleges to make reasonable accommodations, the ADA does not require colleges to provide services for personal care or curriculum modifications. All students are expected to perform the same tasks to meet course objectives as any other student enrolled in the course.

The Office of Accessibility and Disability Resources will seek information from university instructors/staff regarding essential requirements and standards for courses, programs, and facilities to determine whether or not an accommodation requested by the student is a fundamental alteration.

Note: The University of Toledo is not obligated to make fundamental alterations to a course or program.

Section 3: Selecting Accommodations using Disability Accommodations Portal or (DAP)

Once accommodations have been determined, students may select accommodations for courses using the Disability Accommodations Portal or DAP system.

When preparing to make requests to utilize accommodations, consider the nature of the course and choose accommodations accordingly. Consult with your Accessibility Specialists to obtain guidance on choosing appropriate accommodations for courses if needed.

Requests for utilizing accommodations need to be submitted each academic term for each course by the student in order for instructors to be properly notified via Accommodations Memos sent out by our office. Courses may take up to 48 hours to upload into DAP after course registration. However, if the courses do not appear in DAP, contact your Accessibility Specialist immediately to remedy the situation.

After accommodations have been selected and approved in DAP, students will receive a copy of the Accommodations Memo in their DAP mailbox, their Rockets email, and their instructor will receive a copy in their UToledo email.

It is the student's responsibility to open a line of communication and share their Accommodations Memo with each instructor and discuss the implementation of accommodations. Students may choose to have the conversation through email, by phone or video conference, or in a face-to-face meeting with the instructor. Students are encouraged to embrace their disability identity but are not obligated to disclose the specific details of their disability. Please speak with your Accessibility Specialist if you would like guidance on conversing with instructors.

Change in Instructors

If there is a change in instructor, the student should forward the Accommodations Memo to the new instructor. Also, the student should contact our office to make their Accessibility Specialist aware of the change in instructor.

Report Problems

Immediately alert your Accessibility Specialist and the instructor if there are difficulties with utilizing any accommodation.

Section 4: Accommodations Procedures

Course Materials as Accessible Digital Documents

The accommodation for Course Materials as Accessible Digital Documents includes accessible electronic textbooks and documents used in courses. Digital textbooks are available from many sources and often, students can purchase accessible eBooks directly without having to go through the Office of Accessibility and Disability Resources.

Before purchasing your textbooks, check for accessible textbooks using the following process below:

1. Check to see if the eBook is available through one of the sources below. These e-books are compatible with speech-to-text software that can read the text aloud and have built-in adjustments for font/background/zoom.
 - [Vital Source](#)
 - [University of Toledo Bookstore](#)
 - [University of Toledo Library](#)
 - **Kindle by Amazon**
 - **iBooks by Apple**
2. If your textbook is not available in an accessible digital format, please send the proof of purchase or proof of possession to the Academic Accommodations Specialist. The textbook in accessible format cannot be released to you until the proof of purchase is received due to copyright regulations.
3. If you would like to discuss these options or need further assistance, please email accessibility@utoledo.edu or call our office at 419-530-4981.

Note-Taking

Any recordings are for your class use only and may not be shared. It is important to respect instructors and fellow students by keeping the recordings confidential during the course and destroying them when the class concludes.

In order to use note-taking technology in clinical settings, a student is required to follow the HIPAA laws plus the institutional rules. Consult with your Accessibility Specialist if you have additional questions.

Sign Language Interpreting and Communication Access in Real-Time Translation

The Speech-to-Text academic accommodation is a real-time service provided by remote captioners. It may take up to 3 business days to make arrangements for Interpreters or CART services. Students should select accommodations as early as possible in DAP.

Interpreters or captioners will be assigned based on the order of receipt of requests. Speech-to-Text will be offered remotely as CART and ASL can be in person or remote.

- During scheduled class times, a student will view their live transcript and have the ability to communicate any course related concerns with their captioner via email or instant messaging.
- In the event Internet access is unavailable/interrupted at a location or other troubleshooting concerns arise, the student should inform our office at 419.530.4981, or via email at accessibility@utoledo.edu.
- Students will view real-time transcription using an electronic device.
- Check your Rockets email account daily for updates.
- Training on how to access and utilize these services will be provided to the student.
- The student should contact the Office of Accessibility and Disability Resources by email at accessibility@utoledo.edu at least 24 hours in advance if there is a change in location, cancelation, or student absence.

Students are expected to be on time for class. Interpreters or captioners will sign-off after waiting 15 minutes for the student to log-on unless other arrangements were made in advance.

Students may request an interpreter or captioner for course related events outside the typical class times or classroom, by contacting their Accessibility Specialist at least 3 business days before the event.

Cancellations need to be made at least 24 hours before the event.

To request ASL Interpreting or live real-time captioning for a UToledo event that is **not** course related, please contact the sponsoring organization or department.

Braille

Requests for materials to be converted to paper Braille should be sent to accessibility@utoledo.edu.

For specific information on requesting a textbook in paper braille format, contact the Academic Accommodations Specialist. It may take up to several months for a textbook to be converted to Braille, so it is crucial for the student to request specific textbooks in Braille as soon as they are aware of the need.

The Office of Accessibility and Disability Resources can also assist in the creation of materials that are not course specific that a student would like to have in an alternate format, such as a course schedule. The time needed for conversion to Braille varies, depending on the quality and format of the original material submitted for conversion.

Students should pick up Braille materials in a timely manner. Failure to pick up requested Braille may result in a suspension of this accommodation until the student has met with their Accessibility Specialist to discuss and reassess alternate media needs.

Captioning

When a student selects captioned materials, our office works with the instructor to get the video or audio materials. Indicating the use of this accommodation in DAP as soon as possible allows the instructors more time to search for captioned material or submit material to our office to be captioned.

Alternative Testing Guidelines

The term 'test' is used to refer to any timed quizzes, midterms, exams, finals, subject exams, etc. It is not applicable to examinations that have an experiential component. To request accommodations in experiential learning, please connect with your accessibility specialist.

The process for utilizing testing accommodations varies by campus location and the accommodations used. Students must carefully review the process associated with the individual campus location.

Students are expected to select their testing accommodations for testing in DAP **3 full business days prior** to the first test in order for instructors to be properly notified through an accommodations memo. Testing accommodations are not guaranteed if requests for notification to instructors are made within 3 business days of the test.

Once you have submitted your selections for accommodations, an Accommodation memo will be sent to your instructor. Students must communicate with instructors to discuss the

implementation of testing accommodations in order for appropriate arrangements to be made for the administration of tests.

Students are expected to test on the same day and time as the class unless extended time would cause the student to miss part of a class. If possible, students should consider this when building their schedule to avoid these conflicts. When this is not possible, it is important that the student discuss the situation with the instructor.

Students are expected to arrive prior to the scheduled time to take the test. Arriving late will result in time being deducted from the overall total time allotment. The decision for rescheduling a missed exam is at the discretion of the instructor.

Laboratory tests should be arranged with the instructors. If assistance is needed in determining how laboratory tests will be accommodated, students should contact their Accessibility Specialist.

Together the student and the instructor will need to make arrangements for tests to be taken at a time that ensures that the student does not miss portions of any class. Occasionally this may mean the test will need to be scheduled on a different date than the date on which the class takes the test.

Pop quizzes:

For unannounced or pop quizzes, the instructor will arrange for the quiz to be administered at an appropriate location and will release the student from class to take the quiz unless other arrangements are made. Students are not expected to miss any portion of a class lecture or activity when choosing to use accommodations for announced or pop quizzes.

Testing Instructions by Locations

Testing: Health Science Campus Students

For students testing at the HSC Academic Testing Center (ATC): a copy of the Accommodations Memo will be emailed to the Testing Center staff as well as to the Clinical or Academic Coordinator(s).

Instructors must arrange paper/pencil or computer-based tests with the ATC. Students need to work with instructors to ensure ATC staff is aware of test dates and times well in advance of the test. Students can visit the [Academic Testing Center](#) website for additional information and hours of operation and contact the ATC with any questions about UToledo testing processes and procedures prior to taking the first test. Students will need to arrive at the ATC 30 minutes prior to the scheduled testing time.

NOTE: Schedule tests early enough in the day in order to receive full accommodation time based on hours of operation of the ATC.

Testing: Law School Students

For students testing at the Law School: A copy of the Accommodations Memo will be emailed to the Law School Registrar and to the instructor.

Students are expected to arrive prior to the scheduled time to take the test. Arriving late will result in time being deducted from the overall total time allotment. The decision for rescheduling a missed exam is at the discretion of the instructor.

Contact the Law School Registrar with any questions about testing processes and procedures prior to taking the first test. Any concerns regarding the scheduling or administration of a test should be immediately brought to the attention of the Law School Registrar. Please visit the [Law School Registrar](#) for additional information and hours of operation.

Testing: Main Campus

Tests may be taken at the Main Campus Test Center – Memorial Field House - FH1080 (MFH Testing Center). Ear plugs or noise canceling headsets or white noise machines are available at the MFH Testing Center.

Students are expected to arrive prior to the scheduled time to take the test. Arriving late will result in time being deducted from the overall total time allotment. The decision for rescheduling a missed exam is at the discretion of the instructor.

Contact the [Memorial Field House](#) Testing Center to ask questions about testing processes, procedures prior to taking the first test, and hours of operation.

If you have any questions regarding testing, contact your Accessibility Specialist.

Priority Registration

Students with continuous affiliation status with our office are eligible to register for classes prior to the start of general registration. Priority registration dates are listed on the Office of the Registrar's website. Priority registration allows the student the opportunity to select schedules that match their unique disability-related needs.

Paratransit Services

TARPS is a door-to-door, shared ride transportation service that mirrors fixed route service. The Office of Accessibility and Disability Resources determines eligibility for TARPS service for students, faculty, and staff. Once eligibility is established, rides can be scheduled through TARTA. Eligible riders are required to present their Rocket ID to the TARPS driver. To schedule a ride, please call 419.382.9901.

Classroom Adaptations

Students will select this accommodation in DAP for each class that this accommodation is applicable. Our office will work with instructors and facilities personnel to provide adaptive

furniture and adaptive equipment to those students who qualify for this accommodation. Examples might include, but are not limited to, stool, chair with/without arms, computer with assistive technology, adaptive mouse or keyboard, adjustable table, or computer desk.

Disability-Related Excused Absences and Assignment Deadline Extensions

Attendance is a critical element of the learning experience. A Disability-Related Absence counts as an excused absence in accordance with course attendance requirements. While students are not required to provide a medical note to the instructor for a disability-related excused absence, The Office of Accessibility and Disability Resources reserves the right to ask for additional medical documentation.

This accommodation is for a condition that is unpredictable and episodic in nature, which may occasionally impact attendance and the ability to meet deadlines. Following the University's Missed Class Policies or program professionalism standards, the student is required to notify the instructor and Accessibility Specialist in a timely manner. Please ask your instructor to find out if remote participation instead of a disability-related absence is a possibility. If the student is unable to meet attendance and deadline requirements as specified in the syllabus, the student is required to connect with their accessibility specialist as soon as they are aware this will be an issue.

Experiential Learning

Experiential learning such as field placements, clinical, practicum, co-ops, student teaching, internships, clerkships, etc. are often very different from the typical classroom experience. As a result, the type of accommodations required during these experiences may be different than those in the classroom setting.

Students are encouraged to contact their Accessibility Specialist when they have been placed in an experiential learning course to discuss questions or concerns regarding accommodations in placements. It is the student's responsibility to:

- Maintain open communication with the coordinator, supervisor, preceptor, or clerkship director as well as the Accessibility Specialist.
- Meet with the coordinator, supervisor, preceptor, or clerkship director well in advance of the scheduled start date of the experience if an adjustment to accommodation needs to be made. It is recommended that the Accessibility Specialist be consulted or included in this meeting.

Lab or Research Assistant

The enrolled student is responsible for arriving to labs or research sessions prepared. The student needs to inform our office if they will be absent from lab or need to cancel a research session. An assistant only performs tasks as directed by the student. The assistant will follow

the directions precisely and perform only steps as instructed. The assistant must adhere to all safety guidelines and standards set forth by the department and instructor.

Housing

A variety of special housing options are available in the Residence Halls. These accommodations may include a specific setting (such as a suite or traditional style room), a request for an Emotional Support Animal (ESA) to reside with the student, or an accessible restroom. Students requesting housing accommodations would need to complete the affiliation process with our office and submit supporting documentation from a licensed healthcare professional.

Emotional Support Animals:

Approved Emotional Support Animals (ESA's) are welcomed in residence halls as specified in the Fair Housing Act. The student must provide documentation, such as a completed Disability Verification Form.

The recommendation for an ESA to reside in the residence hall with a disabled student must be made by a licensed healthcare professional that has an established clinical relationship with the student. The healthcare professional must be qualified to prescribe the use of an emotional support animal as well as qualified to treat mental health conditions. Once an emotional support animal accommodation is approved, the student must meet with housing to fill out their required paperwork and allow for a waiting period of up to 10 days before bringing the animal on campus.

Service Animals:

All task-trained service animals are welcome in residence halls as specified in the Fair Housing Act. Students with a service animal will need to meet with housing staff to inform them of the animal's presence and provide required documentation from a veterinarian.

Expectations for Handlers and Their Animals:

- Animals are to exhibit appropriate behavior and must not disrupt the overall environment.
- Students must provide up to date vaccine records and a letter from their vet certifying a clean bill of health.
- The student must clean up and dispose of animal waste.
- If an animal is being disruptive and/or destructive, the situation will be handled with the same procedure for students who exhibit disruptive/destructive behavior.
- The student is expected to have control of their animal at all times.
- Students approved for their animal to reside in campus housing are to follow the processes and procedures of the Office of Residence Life.

Section 5: Accessibility Resources

Assistive Listening Devices

Assistive Listening Devices are available to provide effective communication and are loaned out to students. Students will need to sign an Equipment Loan Agreement, abide by all policies and procedures set forth in the agreement and return the equipment to our office by the designated return date in the agreement.

Students should inform The Office of Accessibility and Disability Resources immediately if the equipment is not in working order, lost, or damaged.

ed. The student is responsible for ensuring that the amplification system is properly set up at the beginning of each lecture. Here are recommended guidelines:

- **FM system:** the student would give the instructor a microphone and battery pack to wear.
- **IR system:** the student would place the transmitter near the instructor and maintain a clear line of sight between the receiver and transmitter.

Assistive Technology Virtual Lab

An Assistive Technology Virtual Lab (V-lab) is available for students to utilize. Please visit the [UToledo Virtual Lab](#).

For more information on software available in the lab, please visit our office or reach out to your Accessibility Specialist.

Note-taking

We encourage students to try different note-taking methods to find one that works for them. Students are expected to take their own notes and encouraged to utilize any notes, slides, or all course materials available to the class by instructors.

Options include:

- OneNote
- Evernote
- Notability
- Livescribe Smartpen
- Otter.ai

C-Pen ReaderPen

C-Pen Readerpens reads out loud text that has been scanned from a paper source. These are available on loan from our office. For more information or to try out the C-Pen, reach out to the Academic Accommodations Specialist.

Campus Barrier Removal

Students encountering campus access issues such as inaccessible paths of travel, snow removal, malfunctioning automatic doors, malfunctioning elevators, etc. should contact their Accessibility Specialist or Plant Operations:

Main Campus: 419.530.1000

Health Science Campus: 419.383.5353

Campus Emergency

Students with threat or safety concerns should contact campus police directly by calling 911 or via the RAVE Guardian App.

Emergency Evacuation Plans:

Students may contact their Accessibility Specialist to create or consult about an emergency evacuation plan for a disability or medical condition.

Check-in Appointments

Students have the option to schedule regular meetings with their Accessibility Specialist on a weekly, bi-weekly, or monthly basis to get guidance on utilizing accommodations or managing disability. Email your specialist to make these arrangements.

Personal Care Attendants

UToledo and The Office of Accessibility and Disability Resources does not provide personal care attendants. If the student requires services from a personal care attendant (PCA), the student will need to explore funding sources/arrangements from community agencies. If a PCA will accompany the student in the classroom and/or provide support in on-campus housing, it is recommended that the student discuss this with their Accessibility Specialist in order to best facilitate access.

Section 6: Grievance Process

Since the passage of the Rehabilitation Act of 1973, The University of Toledo has been committed to eliminating barriers to educational opportunities for people with disabilities. The University is dedicated to providing seamless access to University services, programs, and activities, when possible. Discrimination on the basis of disability is prohibited.

As part of the informal grievance and interactive process, students may consult with their Accessibility Specialist for cases when advocacy for access is needed. The Accessibility Specialist will assist in the process of seeking resolution for situations such as when a course is not accessible, or an accommodation has not been provided or if an accommodation request has been denied. If the student accepts the proposed resolution, the matter is considered closed.

Most disability-related issues or complaints about accommodations, equal access to services, programs, technology, or facilities are typically resolved at this level.

If the accommodations or access issue is not resolved or if the concern pertains to one of our staff members, students may choose to contact the Director/ADA Compliance Officer to express the concerns. Students should provide a summary of the concerns in writing via email to the Director/ADA Compliance Officer.

The Director/ADA Compliance Officer will continue in the interactive process by gathering information from the student, staff, and other relevant parties, as well as, conduct a review of documentation. The Director/ADA Compliance Officer will communicate findings and resolutions to the student within 10 business days of when the complaint is filed. The decisions of the Director/ADA Compliance Officer are final.

If the student's assigned Accessibility Specialist is the Director/ADA Compliance Officer and the student does not agree with a decision made by the Director/ADA Compliance Officer, the student may contact Mr. Dave Cutri, Executive Director of Internal Audit and Chief Compliance Officer to express concerns.

Students who choose to bypass the informal grievance process may file a formal grievance by completing the [Discrimination and Harassment Complaint Form](#).

This is consistent with UToledo Policy Number: 3364-50-03, Nondiscrimination on the basis of Disability, Americans with Disabilities Act Compliance. This is the last step of the internal grievance process.

Students may choose to file a complaint externally with the Toledo Regional Office of the Ohio Civil Rights Commission or the Assistant Secretary of the Office for Civil Rights, United States Department of Education.

Investigating Entities:

Ohio Civil Rights Commission, Toledo Office

Government Center, 936
Toledo, Ohio 43604
Telephone: 419.245.2900 (Voice/TTY)

US Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800.421.3481
Fax: 202.453.6012; TDD: 800.877.8339
Email: OCR@ed.gov

U.S. Department of Education Office for Civil Rights

Region XV 1350 Euclid Avenue,
Suite 325 Cleveland, OH 44115
Telephone: 216.522.4970
Fax: 216.522.2573;
TDD: 800.877.8339
Email: OCR@ed.gov

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