



Student Disability Services

Student Handbook

Welcome!

Dear Student,

Welcome to the University of Toledo and Student Disability Services (SDS). We are here to partner with you to ensure that you have equal access and opportunity to participate in the educational and campus life experience at UToledo as a student with a disability. 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. The [Student Disability Services](#) website will offer the most current information available, as we update the website when changes are made.

We look forward to working with you and GO ROCKETS!

Enjie Hall, MRC, PC
Director of Campus Accessibility and Student Disability Services

Table of Contents

Student Disability Services	1
Student Handbook	1
Student Disability Services Contact Information	5
Mailing Address:	5
Main Campus Location:.....	5
Health Science Campus Location:	5
Staff Information:	5
Rights, Responsibilities and Confidentiality	6
Rights	6
Responsibilities	6
Confidentiality	6
Section 1: Admission to UToledo and Affiliating with Student Disability Services	7
Admission Requirements for Students with Disabilities	7
Affiliating with Student Disability Services	7
Establishing Services	7
Why student input is important.	8
Section 2: Reasonable Accommodations	8
SECTION 3: Selecting Accommodations using Student Accessibility Management or (SAM)	8
Change in Instructors	9
Report Problems	9
Section 4: Accommodations and Procedures	9
Course Materials as Accessible Digital Documents	9
Braille	10
Captioning	10
Alternative Testing Guidelines	10
Pop quizzes:	11
Braille Tests:	11
Testing Instructions by Locations	11
Testing: Health Science Campus Students	11
Testing: Law School Students	11
Testing: Main Campus Students	12
Assistive Listening Devices	12
• FM system:	12

- **IR system:** 12
- Assistive Technology Virtual Lab** 12
- Campus Barrier Removal** 13
 - Main Campus** 13
 - Health Science Campus:** 13
- Campus Emergency** 13
 - Emergency Evacuation Plans:** 13
- Check-in Appointments** 13
- Classroom Adaptations** 13
- Disability-Related Excused Absences and Assignment Deadlines** 13
- Experiential Learning** 13
- Lab Assistant for In-Person Course** 14
- Housing Accessibility** 14
 - Emotional Support Animals:** 14
 - ESA Rules:** 14
- Note-taking** 15
 - LiveScribe Smartpen:** 15
- Paratransit Services** 15
- Personal Care Attendants** 15
- Priority Registration** 15
- Service Animals** 15
- Sign Language Interpreting and Speech-to-Text Transcription or CART** 16
 - CART:** 16
- Temporary Accommodations** 16
- Section 5: Grievance Process** 16
 - Investigating Entities:** 17

Student Disability Services Contact Information

Mailing Address: * All staff can be reached using the above email and phone information

University of Toledo

2801 W. Bancroft Street Mail Stop 342

Toledo, Ohio 43606

419.530.4981

419.530.6137 FAX

studentdisability@utoledo.edu

Main Campus Location: Monday-Friday 8:15am-5:00pm

Rocket Hall Room 1820

1625 West Rocket Drive

Toledo, Ohio 43606-3390

419.530.4981

Health Science Campus Location: Hours on campus vary

Mulford Library Room 130

3000 Arlington Avenue

Toledo, Ohio 43614

419.386.2939 VP

Staff Information:

Enjie Hall, MRC, PC

Director Student Disability Services

Enjie.hall@utoledo.edu

Lisa Yost, MLS

Assistant Director Student Disability Services

Lisa.yost@utoledo.edu

Jordan Funk, M. Ed.

Accessibility Specialist

Jordan.funk@utoledo.edu

Heather Vennekotter, MC, BS

Health Science Accessibility Specialist

Heather.grabetz@utoledo.edu

AmyLou Simerly, M.S. Ed.

Accessibility Specialist/Success Coach

Amy.simerly@utoledo.edu

Tinola Mayfield-Guerrero, MA, MBA, VRC

Immersed Vocational Rehabilitation Counselor

tinola.Mayfield-Guerrero@ood.ohio.gov or tinola.mayfield@utoledo.edu

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 pertaining to the nature of a disability.
- Accessible technology, alternative formats for information, and means of effective communication.
- 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 which verifies disability and supports the request for accommodations;
- Participate in the interactive process by communicating with SDS, instructors, and other university employees to address any disability related concerns;
- Follow SDS processes for requesting and accessing accommodations as accommodations are not typically retroactive;
- Print or email Accommodations Memos and arrange to meet/communicate with the instructor to discuss the implementation of accommodations for each course;
- Inform SDS and instructors of any difficulties in accessing academic accommodations;
- Check UToledo Rockets email account regularly, as all correspondence will be directed to the student's UToledo Rockets email.

Confidentiality

SDS views all correspondence and documentation pertaining to the nature of a student's disability as confidential. Only SDS 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. SDS will retain all disability documentation per the University's documentation retention policy.

Section 1: Admission to UToledo and Affiliating with Student Disability Services

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.

Affiliating with Student Disability Services

SDS 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 As Amended). Through an interactive process, a team including: SDS 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 Services

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.
 - a. Although many different types of disability related documentation are acceptable, students may ask their health care provider to complete the SDS [Disability Verification](#) form.
 - b. Please see SDS [Documentation Guidelines](#) for additional information.
 - c. An email will be sent to the student’s Rockets email once 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.
 - a. Once accommodations have been established, students’ will
 - i. Receive training on the procedures and how to use Student Accessibility Management or SAM system to select accommodations each semester.
 - ii. Select the accommodations they want to use in each class and submit to SDS so notification can be emailed to instructors via accommodations memos.
4. Accommodations are typically not retroactive.

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.

SDS 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.

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.

SDS will seek information from university faculty/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 Student Accessibility Management or (SAM)

Once accommodations have been determined, students may select accommodations for courses using the Student Accessibility Management or [SAM system](#).

When preparing to make requests to utilize accommodations, consider the nature of the course and choose accommodations accordingly. Consult with SDS 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 SDS. Courses may take up to 48 hours to upload into SAM after course registration. However, if the courses do not appear in SAM, contact your Accessibility Specialist immediately to remedy the situation (i.e. completing an "IN", part of a consortium etc.).

After accommodations have been selected and approved in SAM, students will receive a copy of the Accommodations Memo in their SAM mailbox, their Rockets email, and their instructor will receive a copy in their UToledo Rockets 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 to instructors. 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 SDS 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 any accommodation.

Section 4: Accommodations and 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 Student Disability Services.

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.
 - i) 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.
 - (1) [Vital Source](#)
 - (2) [University of Toledo Bookstore](#)
 - (3) [University of Toledo Library](#)
 - (4) [Kindle by Amazon](#)
 - (5) [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 your Accessibility Specialist. The textbook in accessible format cannot be released to you until the proof of purchase is received due to copyright regulations.

If you would like to discuss these options or need further assistance, please email your Accessibility Specialist or call our office at 419-530-4981.

Braille

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

For specific information on requesting a textbook in paper braille format, contact your Accessibility 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.

SDS 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 alternative media needs.

Captioning

Students should select this accommodation in SAM as soon as possible. This allows instructors more time to search for captioned material or submit material to SDS to be captioned.

Alternative Testing Guidelines

The term 'test' is used to refer to any quizzes, midterms, exams, finals, subject exams, etc.

The process for providing access to testing accommodations outside of the classroom or department 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 SAM **3 full business days prior** to the first test. 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 administration of tests.

- It is generally preferable if tests can be accommodated by the instructor, a graduate student, or another member of the department familiar with the subject matter and terminology used in the course.
- If it is not feasible for the instructor to proctor the test, alternative testing options are available in testing centers.

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

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.

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.

Braille Tests:

Braille tests should be requested as early as possible. There is a minimum of **5 business days** for tactile graphics to be produced.

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 [Academic Testing Center](#) 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 Students

Paper/pencil or computer-based tests may be taken at the Main Campus Test Center – Memorial Field House - FH1080 (FH Testing Center). Ear plugs or noise canceling headsets or white noise machines are available at the MFH Testing Center.

Contact the [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.

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 SDS by the designated return date in the agreement.

Students should inform SDS immediately if the equipment is not in working order, lost, or damaged. The student is responsible for ensuring that the amplification system is properly setup 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 [Student Disability Services](#) or converse with your Accessibility 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.

Classroom Adaptations

SDS 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 Deadlines

Attendance is a critical element to 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, SDS reserves the right to ask for additional medical documentation.

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. The student must Contact the Accessibility Specialist if they are unable to meet the attendance and deadline requirements of the course so that a plan can be put in place.

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 accommodations need to be made. It is recommended that the Accessibility Specialist be consulted or included in this meeting.

Lab Assistant for In-Person Course

Students may require assistance to meet physical course requirements. This assistant only performs tasks as directed by the student. The in-class/lab assistant will follow the directions precisely and perform only steps as instructed and adhere to all safety guidelines and standards set forth by the department and instructor.

Housing Accessibility

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 Emotional Support Animal (ESA) to reside with the student, or accessible restroom. Students requesting housing accommodations would need to complete the SDS affiliation process and submit supporting documentation from a license 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 SDS Disability Verification Form.

The recommendation for an ESA to reside in the residence hall with a student with a disability 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.

ESA Rules:

- ESA's are to exhibit appropriate behavior and must not disrupt the overall environment.
- If an ESA 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 ESA at all times.
- Students approved for an ESA are to follow the processes and procedures of the Office of Residence Life.

Note-taking

We encourage students to try different note-taking styles to find one that works for them. There are many options available that include written styles and various technologies. Students are expected to take their own notes to the best of their ability and always utilize any notes, slides, or all course materials available to the class by instructors.

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.

LiveScribe Smartpen:

This device records everything that is said as well as what the student writes during lectures. The audio and written content are linked so that the student can review notes efficiently. Visit [Student Disability Services](#) for tutorials on using this device or connect with your Accessibility Specialist for details.

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.

Paratransit Services

TARPS is a door to door, shared ride transportation service that mirrors fixed route service. SDS 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.

Personal Care Attendants

UToledo/SDS 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.

Priority Registration

Students with continuous established services with SDS 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.

Service Animals

Service animals are defined by ADA as dogs or miniature horses that perform specific tasks/services directly related to the individual's disability. Service animals are permitted to accompany their owner to most places on campus as a public access right.

Sign Language Interpreting and Speech-to-Text Transcription or CART

It may take up to 3 business days to make arrangements for Interpreters or transcription/CART. Students should select accommodations as early as possible in SAM.

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.

CART:

The Speech-to-Text academic accommodation is a real-time service provided by a remote captioners.

- 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 SDS at 419.530.4981, or via email at captioning@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 SDS by email at captioning@utoledo.edu at least 24 hours in advance if there is a change in location or 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 an UToledo event that is **not** course related, please contact the sponsoring organization or department.

Temporary Accommodations

Students who have a temporary injury/medical condition may request temporary assistance through SDS. Accommodations are provided only for the duration of the injury/medical condition.

Section 5: Grievance Process

Since 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 an SDS staff member, 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 gather information from the student, SDS 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 is 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

Revised/Branded: 09.14.2020 ALS