



Student Disability Services
Student Union Center
1701 W. Will Rogers Blvd.
Claremore, Oklahoma 74017
918.343.7707
www.rsu.edu

Student Information Flyer for Student Disability Services

Rogers State University is committed to providing services that facilitate the academic and personal goals of each student. In accordance with federal law, students with documented disabilities are entitled to reasonable and appropriate educational accommodations. RSU is committed to equal opportunity for persons with disabilities without regard to their disability in the recruitment of, admission to, participation in, treatment in or employment in the programs and activities operated and sponsored by the university. Student Disability Services (SDS) is the office designated to register and assist any student with a "qualified" learning, physical, or psychological disability.

Examples of Services Offered Include	
• Extended Test Time	• Orally Proctored Exams
• Volunteer Note-takers	• Distraction Free Testing
• Taped Texts	• Tutorial Referrals
• Counseling Referrals	• Information Technology
• Interpreters	• Adaptive Equipment
• Accessibility Concerns	• Special Seating
• Parking Assistance	• Registration Assistance

Steps to Services:

1. A student self-identifies (to a faculty member, to Student Disability Services, Enrollment Management staff, or any other student services area).
2. The student is referred to the Student Disability Service office within the Student Affairs division where he or she documents a disability(ies), discusses educational needs, and completes any other appropriate paperwork.
3. The student makes an official request for specific educational accommodations in writing. {Note: A written request must be filed with SDS each semester}
4. A determination is made concerning the request using the standard of "reasonable accommodation" and, if applicable "undue hardship."
 - If the student is to receive disability accommodations, the Director of Student Development will coordinate the approved services with the appropriate offices and persons. The student will also receive, via mail, a letter from the Director describing the accommodations. The student should then schedule a meeting with all of his/her instructors to discuss the approved accommodations. **The student must show the original, official disability accommodation letter** to all his/her instructors. The instructors may wish to make a copy of this letter for their files.
 - If the student supplies inadequate, insufficient, or inappropriate document of his/her disability, the student will be notified by the Director of Student Development. If the student fails to complete the proper registration forms, the student will be notified by the Director of Student Development.
5. Students who are denied a particular accommodation and/or provided an alternative one are given the opportunity to appeal that determination.

Disability Laws: Section 504 – Rehabilitation Act (1973) & Americans with Disabilities Act (1990)