
Disability Services



Student Handbook



BGSU[®]
Bowling Green State University

Purpose of Handbook	3
DS Office Information	3
<i>Mission</i>	3
<i>Primary Objectives</i>	3
<i>Guidelines for Eligibility</i>	3
<i>Confidentiality</i>	3
<i>Professional Staff</i>	4
<i>Office Contact Information</i>	4
Professor Letters	4
Accommodations and Academic Adjustments	4
<i>Adaptive Technology</i>	5
<i>Assistive Listening Devices</i>	5
<i>Captioning/Interpreter Services</i>	5
<i>Course Substitution</i>	5
<i>Early Registration</i>	6
<i>Exam Accommodations</i>	6
<i>Materials in Alternative Format</i>	7
<i>Note Taking Assistance</i>	7
<i>On-campus Housing Access</i>	7
<i>TTY/VRS Booth</i>	8
Services	8
<i>Campus Physical Accessibility</i>	8
<i>Coaching/Weekly Meetings</i>	8
<i>Equipment Loan</i>	8
<i>Library Assistance</i>	8
<i>Mobility Orientation</i>	10
<i>Scholarships, Grants and Funding Sources</i>	10
<i>Student Organizations and Groups</i>	10
<i>Evaluation of Disability</i>	10
<i>Transportation/Parking</i>	10
<i>Tutoring</i>	11
<i>Voter Registration</i>	11
Emergency Procedures	11
Grievance Policy	13

Purpose of Handbook

The purpose of this handbook is to serve as a resource for current students at Bowling Green State University (BGSU) regarding the services offered by the Office of Disability Services (DS). Although this handbook serves as a guide, it is ultimately the student's responsibility to become informed about and to make use of the resources and services available.

DS Office Information

Mission

The mission of Disability Services (DS) at Bowling Green State University is to provide equal access and opportunity to qualified students with disabilities. Our goal is to increase awareness of disability issues and provide opportunities for students with disabilities to fully integrate into the BGSU community.

Primary Objectives

- Provide support services for eligible students with disabilities
- Act as an information and referral service on disability issues
- Provide technical assistance to institutional departments/units on a case-by-case basis

Guidelines for Eligibility

Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity. This is determined on a case-by-case basis. The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments, and/or auxiliary aids.

- Documentation must be comprehensive and current
- The report must include a specific diagnosis
- Actual test scores must be provided
- Tests used to document eligibility must be technically sound
- A description of requested accommodations including the rationale must be provided
- A qualified professional must conduct the evaluation

It is the student's responsibility to submit proper documentation to the office. The DS Office will review the information and notify students of their eligibility status.

Confidentiality

Disability Services will protect student privacy rights by maintaining a confidential file for each student. Disability-related information is confidential and will be shared only when permission is given by the student to release such information in order to provide appropriate support services.

Professional Staff

Position	Staff Member	Email Address
Director	Rob Cunningham, Ph.D.	rcunnin@bgsu.edu
Associate Director	Peggy Dennis, M.R.C.	fayed@bgsu.edu
Coordinator	Lea Anne Kessler, M.A.	lkessle@bgsu.edu
Alternative Materials Specialist	Tammy Thurman	tammyt@bgsu.edu
Secretary	Beth Lashaway	bethll@bgsu.edu

Office Contact Information

413 South Hall
Bowling Green State University
Bowling Green, OH 43403
Voice: 419-372-8495
Fax: 419-372-8496
TTY: 419-372-9455
Office email address: dss@bgsu.edu
Office hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Professor Letters

Once students have provided documentation to the office and have been approved for accommodations, it is their responsibility to meet with a DS counselor, fill out appropriate paperwork, and pick up professor letters. At the initial meeting, the DS counselor will go over student rights and responsibilities as well as appropriate accommodation policies and procedures.

Most students will qualify for standard professor letters which include a checklist of approved accommodations. Some students may qualify for customized professor letters, which may include a description of their condition and how it impacts classroom attendance and functioning. In either case, students are responsible for obtaining and sharing copies of their letters with each of their instructors. DS recommends sharing letters during the first two weeks of the semester. Most faculty require at least two weeks notice for arranging any accommodation needs.

Professor letters are authorized for one semester at a time. Students must pick up new letters and share them at the beginning of each semester in which they are enrolled.

Additionally, the accommodation process is not finished with the sharing of letters. Students have a responsibility during the entire semester to follow up and remind professors of their need for approved accommodations.

Accommodations and Academic Adjustments

Accommodations are determined on a case-by-case basis according to a student's documented needs, guidelines suggested by federal and state legislation, and criteria set forth by BGSU. The following are some examples and descriptions of commonly used accommodations.

Adaptive Technology

The Disability Services Office has an adaptive computer lab available for student use. The lab offers a wide array of technology for students with disabilities, including Jaws screen-reader software, Wynn software, Open Book software, CCTV, scanner, Braille output, and Dragon Naturally Speaking voice input software. Our lab is located in 413 South Hall and is open Monday – Friday 8:00am – 5:00pm.

Jaws screen-reader software is available on PC's in all of the residence hall labs and computer labs throughout campus.

The library offers:

- OpenBook 7.0 Scanning & Reading Software: provides access to print and graphic based text and conversion of printed documents or graphic based text into an electronic text format that allows you to customize how the document appears on the screen.
- HP Scanjet 8270 Scanner: provides quality and speed in scanning photos, text, and graphics with results in seconds.
- Speaking Language Master: hand-held speaking dictionary, thesaurus, grammar handbook and spelling corrector, located in the Reserve Room.
- ADA Workstation: all adaptive equipment such as a king (large sticky) keyboard, a mini wheelchair keyboard and headphones, located at the Research & Information Desk

Assistive Listening Devices

On a short-term basis, the DS office will lend FM amplification systems for students to use in the classroom and other school related functions.

Captioning/Interpreter Services

Students who are deaf or hard of hearing may be eligible for one or more of the following services:

- Typewell Meaning-for-Meaning Translation - A trained Typewell captionist uses two laptop computers provided by the DS Office to transmit a meaning-for-meaning translation of the content of classes and campus events. This information is simultaneously read by the attending student.
- Computer Assisted Real-Time Captioning (CART) - also referred to as realtime captioning, is the instant translation of the spoken word into English text using a stenotype machine, notebook computer, and realtime software. The text is displayed on the computer screen, which is located in front of the student.
- Sign Language Interpreters

To request a captionist or interpreter, eligible students must submit an Interpreter/Captionist Request Form. The form can be found in the DS office and must be submitted at least three business days before a special event, meeting, or appointment.

Students who request a captionist or interpreter must notify DS in person, writing, or email at least 48 hours before the event is to take place if they no longer will be attending the event. If the cancellation is for a Sunday or Monday event, notification must be received before noon the Friday preceding the event.

Course Substitution

Students who have a documented disability, which precludes them from learning a particular subject such as a foreign language, may petition for a course substitution. Please contact the DS Office to obtain the guidelines for applying for a substitution of the foreign language requirements. This accommodation may not be appropriate if the course is an essential requirement of the student's program of study.

Early Registration

Most students registered with DS are eligible to receive priority registration for classes. This means that students will have an earlier class registration date than other students in their same class standing. Only undergraduate students who have picked up professor letters or made contact with a counselor in our office since the previous semester will be eligible for priority registration. Students who qualify for early registration should visit the Registration and Records website <http://www.bgsu.edu/offices/registrar/> for their registration date and time. Students who qualify for early registration are called, "Authorized Students."

Exam Accommodations

In order to receive testing accommodations, the DS office must have clear and complete documentation showing that the student has a disability that substantially interferes with the standard exam administration process.

Test-taking accommodations may include:

- Extended time on exams
- Oral exams
- Reader services
- Scribe services
- Use of a computer with spell check and/or grammar check programs for essay exams
- Use of calculators, scratch paper with lines, additional "blue books" and/or speller's dictionaries on exams
- Modification of test response format
- Taking the test in a separate location
- Student elaboration on multiple choice exams (hand scored)

All students eligible for testing accommodations should complete the following steps.

1. Speak with your DS counselor about your accommodations.
2. Bring your DS counselor a copy of your current class schedule so Verified Individualized Services and Accommodations Forms (professor letters) can be written to inform your instructor of your accommodation needs.
3. Pick up your professor letters and meet with your instructor during his/her office hours or schedule a time to discuss the letter. **DO THIS AT THE BEGINNING OF THE SEMESTER!**
4. Remind and make arrangements with your professor one-week before the exam!
 - a) When will you take the exam?
 - b) Where will you take the exam?
 - c) In most cases, you should be making arrangements to take the test with your professor.
5. If it is necessary for you to take the exam in the DS office, contact DS to reserve a spot in our office for the exam date and time.
 - a) Make arrangements with your professor and know who is responsible for delivering and returning the exam before you call.
 - b) If you are eligible for a reader, scribe, separate testing room, or computer, please notify the secretary when making your exam appointment.
 - c) If you do not give the DS office 3 days notice before the exam, we MAY NOT have a room available for you to take your exam.
 - d) Be at the DS office at your scheduled time. If you miss your appointment, your blank test will be returned to the professor.

Materials in Alternative Format

To be eligible to participate in the DS Alternative Text Program, a student must:

- Be enrolled at BGSU during the semester the alternative formatted textbooks are requested.
- Provide documentation of his/her disability that meets DS eligibility criteria.
- Have an Accommodation Form, signed by a DS counselor, on file that specifies alternative formatted textbooks as a necessary accommodation.

Student responsibilities for the program:

- Check with the bookstore and/or on-line to see if the books needed are available in e-book or audio format.
- If the books are not available in e-book or audio format, the student needs to bring DS a copy of their schedule.
- Provide DS with a list of all books needed in priority order, with a syllabus for each class in which the requested books are assigned. The student can include the alternative format preference; however, it is not always possible to provide the preferred format.
- Books will take 2-6 weeks to receive. Make sure DS has ample notice of the need for alternative format textbooks. Last minute emergency requests will be processed in the order in which they are received.
- The student will be notified via e-mail when the alternative text is available. Students must provide DS with a copy of their book receipt before the alternative text will be released to them.
- The student should inform DS staff of any problems with the quality of the materials as soon as possible.
- Inform the staff immediately of any changes in the reading schedule/chapter assignments.

Program rules:

- The DS office will make every effort, given availability of resources, to provide all required books that are requested by students who meet the above eligibility requirements. Recommended books that are requested will be processed last.
- In order to provide students with alternative format books in a timely manner, only assigned chapters, according to the syllabus, will be provided.

Note Taking Assistance

In order to receive note taking assistance, the DS office must have clear and complete documentation showing that the student has a disability that substantially interferes with taking notes in class. With the instructor's permission, students have the option of taking a tape-recorder to class to record the lecture. Other note taking options for eligible students include getting a copy of notes from the instructor (if he/she has them and is willing to share a copy) or getting notes from another student in the class. The DS office can assist with finding a volunteer note taker in the class.

On-campus Housing Access

The BGSU Office of Residence Life has certain requirements regarding living on campus. If students need to request non-standard housing accommodations or permission to be released from the residency agreement, they must complete a request form and submit appropriate documentation to the DS office. A link to the paperwork can be found through the DS website at www.bgsu.edu/offices/sa/disability or the Residence Life website at <http://www.bgsu.edu/offices/sa/reslife>. DS reviews the documentation and makes a recommendation to the Residence Life Office. Residence Life contacts the students with the decision and specific housing arrangements.

TTY/VRS Booth

There are TTY's at various locations across campus. Please contact DS for a list of these locations. DS has a Sorensen sign-language interpreter video relay system phone booth in the computer lab and a TTY located in the office.

Services

Campus Physical Accessibility

Information about building accessibility is available through DS. The DS office can assist in advocating for removal of physical barriers on campus. If the student has a class scheduled in an inaccessible classroom, contact DS for assistance.

Coaching/Weekly Meetings

Eligible students have the option of a weekly or bi-weekly meeting with a DS staff member. The meetings are not tutoring sessions. Staff members typically provide information on general study skill strategies such as test taking, note taking, reading textbooks, talking with professors, time management, etc.

Equipment Loan

Students with disabilities can request a tape player/recorder from DS when needed. Although this is a free service to students, should a student not return the equipment by a specified date or damage the equipment, either the cost of a new system or the cost of repairs and temporary loan will be forwarded to the student's Bursar account. The condition of the equipment will be assessed at the time of return.

Library Assistance

BGSU Libraries are committed to providing access to information to all persons who are part of the university community. Since the collections may present barriers to patrons with disabilities, BGSU Libraries offer services to improve access. The library staff will assist these persons in retrieving needed items from the collections. The types of items include books, periodicals, copies of periodical articles and other needed materials. Reference assistance is available at the Research & Information Desk in the main library or at any of the service desks at the branch libraries. An appointment with a reference librarian may be desirable for assignments requiring many references. Procedures are identified below.

Contact Information

Mary Wrighten, Multicultural Services Librarian

Voice: 419-372-7897 and Email: mwright@bgsu.edu or they may contact the Reference Desk @ 419-372-6943 or to make an appointment for reference services contact: voice: 1-866-542-2478 or email: libhelp@bgsu.edu

Retrieving Books from the Main Library

- Patrons can request books and other "available" items directly from the BGSU Libraries Catalog by using the Request button. The books will be retrieved within 72 hours and held at the circulation desk in the Jerome Library.
- Alternatively, patrons can present a list of books with author, title, and call numbers to the Circulation Desk or email the list to circdesk@bgnnet.bgsu.edu. Circulation staff will try to have the books available within one business day and will hold for pick-up for ten days.
- Assistance with searching the catalog, requesting books or retrieving call numbers is available at the Research and Information Desk.

Retrieving Periodicals in the Main Library

Patrons needing assistance in retrieving periodicals should ask at the Research and Information Desk. Please be prepared to leave a list with full citations. Items will be retrieved within 24 hours and held at Research and Information Desk for pickup.

Photocopying of Periodical Articles

Patrons needing assistance in copying periodicals should request assistance at the Research and Information Desk.

- Patrons should fill out a Photocopy Request Form ([HTML](#)) for each article needing copied. Charges are 10 cents per page for up to 50 pages, 5 cents per page for over 50 pages, plus tax. Items will be retrieved and photocopied within one business day from date of request. The copies will be delivered to the Circulation Desk where the charges will be paid when materials are picked up.
- If the periodical is available on microfiche, patrons should provide a list of needed periodical articles at the Reserve Room Desk, where the patron will complete the Microform Copy Order Form at that time. The charge for copying is 15¢ per page, plus tax. The staff will make the necessary copies and deliver the copies to the Circulation Desk within one business day from date of request. Charges will be paid at the time the materials are picked up.

Photocopying of Reserve Materials

Patrons should complete a Photocopy Request Form ([HTML](#)). Charges are 10¢ per page, plus tax. Staff will retrieve the articles/books and make copies within one business day from date of request. The photocopies will be delivered to the Circulation Desk where the charges will be paid when materials are picked up.

Retrieval of Items from Branch Libraries

The BGSU Branch Libraries include the [Curriculum Resource Center](#), [Music Library](#), [Browne Popular Culture Library](#) and [Ogg Science Library](#). Patrons should contact the head of each branch library in person or by phone during business hours (8 a.m. to 5 p.m., weekdays) to make special arrangements for retrieval of the items needed. Arrangements can be made to hold or copy most non-circulating materials for the patron.

Equipment and Services

- OpenBook 7.0 Scanning & Reading Software: provides access to print and graphic based text and conversion of printed documents or graphic based text into an electronic text format that allows you to customize how the document appears on the screen.
- HP Scanjet 8270 Scanner: provides quality and speed in scanning photos, text, and graphics with results in seconds.
- Speaking Language Master: hand-held speaking dictionary, thesaurus, grammar handbook and spelling corrector, located in the Reserve Room.
- ADA Workstation: all adaptive equipment such as a king (large sticky) keyboard, a mini wheelchair keyboard and headphones, located at the Research & Information Desk.
- The JAWS software has been loaded on computers in the ITS Computer Labs in the Education building, Hayes Hall, and Jerome Library.

Mobility Orientation

DS does not provide mobility orientation for students with visual impairments. It is the student's responsibility to make arrangements with an outside agency such as Toledo BSVI, 1-800-589-5811 or the Sight Center of Northwest Ohio, 1-800-624-8378 to receive mobility orientation. Students are strongly encouraged to schedule orientation before or during the first week of classes.

Scholarships, Grants and Funding Sources

A complete listing of scholarships available to BGSU students with disabilities can be found on the office website at www.bgsu.edu/offices/sa/disability. BGSU scholarships include:

- Lois Jean Steel Stiffler Scholarship for Students with Learning Disabilities
- Jerry Dale Conrad Scholarship for Students with Physical or Mental Impairments
- Julie and Richard Crossen Scholarship for Students who are Deaf or Hard of Hearing
- Ohio Lions Foundation/Helen Keller Scholarship for Students with Visual Impairments

Also included on the website are links to other disability-related funding sources.

Student Organizations and Groups

Current student organizations and groups include:

- F.I.G.U.R.E. (Finding Intelligent Greatness Uniquely Residing in Everyone)
- BGSU NAMI (National Alliance on Mental Illness)
- Sign Language Practice Group

More information on each of these groups, as well as links to their websites, can be found at <http://www.bgsu.edu/offices/sa/disability/> under "Student Organizations and Groups."

Evaluation of Disability

DS does not provide testing to determine the presence of a disability. Students must arrange and pay for assessments on their own. Please contact the office for a listing of local testing resources.

Transportation/Parking

The BGSU Shuttle Service and 2-RIDE Shuttle Service offers transportation for all BGSU students. For more information about the Shuttle Service or 2-RIDE call the Shuttle Office at 372-0236, or email Fred Smith at freders@bgsu.edu.

Spaces marked with the universal wheelchair accessibility symbol may be utilized by persons who properly display a current state-issued disabled/handicapped plaque/card in accordance with section 4503.44 of the Ohio Revised Code. In addition, students, faculty/staff members, and guests must display the appropriate current BGSU parking permit or guest permit. If designated disability parking spaces are unavailable, vehicles displaying a valid state-issued disabled/handicapped plaque/card or license plate may park in a metered parking space at no cost.

Students and faculty/staff having a temporary health issue or physical disability necessitating special parking needs may be issued a special parking permit by obtaining the prescribed form from the Parking and Traffic Office; this form must be completed by a physician. The manager of Parking and Traffic Division shall designate the area or space in which the recipient of the parking permit may park. Unless a medical parking permit expires before, it will expire at the end of each semester.

Tutoring

DS does not provide any tutoring services. However, there is tutoring available across campus.

Study Skills Center

213 Moseley Hall

419-372-8840

www.bgsu.edu/offices/acen/sslabs

Writing Center

303 Moseley Hall

419-372-2221

www.bgsu.edu/offices/acen/writerslab

Math and Stats Tutoring Center

208 Moseley Hall

419-372-8009

www.bgsu.edu/offices/acen/mastctr

Student Support Services (SSS) - Students must contact SSS to establish eligibility for tutorial services.

Services are available to educationally, culturally, or economically disadvantaged students.

3rd Floor, SaddleMire Student Services at Conklin

419-372-2677

www.bgsu.edu/offices/sa/sss

Other ways to find a tutor:

- Contact each department for a list of tutors in that particular subject. Most departments maintain a list of tutors who charge a fee.
- In “MYBGSU” there is a “My Community” section advertising for tutors wanted and tutors available for hire.
- Look in the BG News for ads of people who tutor in certain subjects.

Voter Registration

The Secretary of State has charged the DS Office to be a designated agency pursuant to state and federal law.

This means that we now offer voter registration services. You may register to vote in Ohio or, if you already are registered to vote in Ohio, you may update your registration (if you have changed your name or address) by obtaining a voter registration form at Disability Services, 413 South Hall. Office representatives will be available if you need assistance filling out the voter registration form.

Emergency Procedures

Emergency evacuation procedures for persons with physical disabilities were developed by the Offices of Environmental Health & Safety, University Police, & Disability Services. The procedures are outlined below and also at our website, www.bgsu.edu/offices/sa/disability.

GROUND FLOOR:

On a ground-level floor, persons with physical disabilities should evacuate via accessible exits along with the other occupants of the building.

ABOVE OR BELOW-GROUND FLOORS:

Visual Impairments

Persons with visual impairments may be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit. Have the person take your elbow and escort him or her out of the building. As you walk, tell the person where you are and advise him or her of any obstacles. When you reach safety, orient the person to where he or she is and ask if any further assistance is needed.

Hearing Impairments

Most buildings on campus are not yet equipped with visual alarms. Some persons with hearing impairments may not perceive audio-emergency alarms and will need to be alerted to the situation by gestures or by turning the light switch off and on. Emergency instructions can be given by verbalizing, mouthing, or by a short, explicit note. Example: "Fire alarm -- go out south doors—now!" It is appropriate to offer assistance to a person with a hearing impairment as you leave the building.

Mobility Impairments

Since elevators should not be used for evacuation during a fire alarm, persons with mobility impairments may need assistance in evacuating unless they are on a ground floor with accessible exits. As persons with mobility impairments have varying degrees of limitations, information is offered for two possible scenarios: ambulatory and non-ambulatory impairments.

Ambulatory Mobility Impairments

Persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs with minor assistance in an emergency situation. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk independently in an emergency situation. If individuals are able to walk up or down stairs, it is advisable that they wait until the heavy traffic has cleared before attempting to evacuate. Someone should walk beside the person to provide assistance in exiting the building, if needed.

Non-Ambulatory Mobility Impairments

In keeping with current philosophy and preference to "stay in place," the most recent advice from fire and campus safety experts is that wheelchair users should exit the building on their own if they can do so. If they encounter stairs or otherwise cannot exit the building on their own, wheelchair users should move to and remain at a designated area of rescue assistance until emergency rescue personnel arrive. A specific person should be designated to inform emergency personnel of the disabled person's location. If rescue is deemed necessary, qualified personnel will assist in the evacuation.

NOTE: The person with the disability is the best authority on how to be moved.

Elevator Breakdowns

Between 8:00 AM and 5:00 PM, call Facilities Services (2-2251). They will notify the repair personnel and let you know the probable length of time until the elevator will be repaired. If the repair time will be lengthy, contact university police (2-2346) to coordinate the evacuation of a person in a wheelchair. University police should also be contacted for breakdowns after 5:00 PM and they will notify appropriate personnel.

NOTE: Elevators will not operate during fire alarms.

Grievance Policy

The office of Disability Services provides services to students, faculty, and staff. When the services do not meet your expectations, we encourage you to register your complaints following the four-step procedure listed below.

Step 1: Disabilities Services Counselor

You should discuss your concern(s) with your assigned Disability Counselor. If a satisfactory solution is not reached, you can proceed to the second step, a written appeal to the Director of Disability Services. In general, issues that proceed to the next step include the following:

- Procedural error by the Disability Services staff
- Violation of policy by the Disability Services staff
- Eligibility for services criteria
- Appropriateness of accommodations
- Reasonableness of accommodations
- Mitigating circumstances

Step 2: Director of Disability Services

The Director of Disability Services must receive your appeal within 15 working days following the outcome of the first step, described above. Your written appeal to the Director of Disability Services must include:

1. A description of the issue including significant dates
2. The basis for the appeal and any supporting documentation as necessary
3. The resolution requested

After the Director receives your concern(s) you may expect:

1. An interview
2. A review of relevant written materials
3. Interviews with relevant individuals
4. A written response from the Director within 15 working days of the date that the appeal was received. Summer and inter-semester breaks are not included in these time frames.

If you disagree with the findings or the resolution offered by the Director, you can appeal to the Office of Equity and Diversity.

Step 3: Office of Equity and Diversity

When filing a final appeal with the Office of Equity and Diversity, you should provide:

1. Your written appeal and supporting documentation
2. The response to your appeal from the Director of Disability Services

NOTE: Concerns involving administrative or staff actions, policies, and procedures that are beyond the responsibility of the Office of Disability Services should follow the applicable Bowling Green State University Grievance procedures. Please contact Office of Equity and Diversity for additional information.

Step 4: Office of Civil Rights

Filing a Section 504/ADA complaint with the responsible federal agency does not impair your right to a prompt and equitable resolution of your complaint. To pursue your complaint with the regional agency, you may contact:

Regional Office XII
Michigan, Ohio
Office for Civil Rights, Cleveland Office
U.S. Department of Education
600 Superior, East
Bank One Center, Room 750
Cleveland, OH 44114-2611
Phone: 216-522-4970
Fax: 216-522-2573
TDD: 816-891-0582

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice of policy is prohibited by University policy, by federal, and by state law.