



Disability Accommodation Access Policy for OSU-OKC Sponsored Events

I. **STATEMENT OF PURPOSE:** It is the policy of Oklahoma State University-Oklahoma City (OSU-OKC) that all campus events sponsored or coordinated by OSU-OKC are accessible to participants with disabilities, in compliance with the Americans with Disabilities Act (ADA) and any applicable state and federal laws.

II. **CAMPUS CONTACT:** All questions concerning this policy should be referred to OSU-OKC Disability Services, Student Center Room 136D or 405-945-3385.

III. **DEFINITION:** An event that is sponsored or coordinated by OSU-OKC is defined as any gathering or program that is funded or organized by OSU-OKC. Events that utilize meeting space on OSU-OKC's campus but that are not funded, organized, or coordinated by OSU-OKC are not included in or required to follow this policy.

IV. **DISSEMINATION:** Materials announcing OSU-OKC sponsored events should state that the event is accessible, and that special accommodations may be made for individuals with disabilities. Announcements of events should include a statement similar to this:

Wording for OSU-OKC Sponsored Events:

If you have a disability and would like to request special accommodations to participate in this event, please contact (insert event sponsor name and contact information) as soon as possible, but preferably no later than five (5) business days before the event so appropriate arrangements can be made.

V. **FUNDING AND POINT OF CONTACT:** The sponsor or coordinator of the campus event is responsible for receiving disability accommodation requests, ensuring fulfillment of these requests, and for arranging the funding of disability accommodations as applicable. Please feel free to reach out to the following areas for consultation:

- OSU-OKC Disability Services Office: 405-945-3385 or okc.accessibility@okstate.edu
- OSU-OKC Budget and Finance: 405-945-8632
- OSU-OKC Safety and Security (also handles Parking) at 405-945-3253

VI. **OTHER COMPLAINTS:** This policy does not in any way prohibit the timely filing of an ADA or discrimination complaint with the appropriate OSU-OKC department or external government agency.

VII. **RETALIATION:** Any type of retaliation against an event participant for requesting a disability accommodation or for filing a complaint or appeal with the appropriate OSU-OKC department or external government agency is strictly prohibited.