

OFFICE OF DISABILITY SERVICES
POLICIES AND PROCEDURES MANUAL

OFFICE OF DISABILITY SERVICES
804 University Avenue, Room 309
Syracuse, New York 13244-2330
Phone: Voice: (315) 443-4498
TDD: (315) 443-5019
Fax: 315-443-1312
<http://www.disabilityservices.syr.edu>

Table of Contents

I. OFFICE OF DISABILITY SERVICES

- A. Policy Statement Page 3
- B. Functions of Staff Members Page 3

II. PROCEDURES FOR STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS

- A. Prior to Admission Page 5
- B. After Admission Page 5
- C. Confidentiality and Disclosure of Information Page 5
- D. Evaluating Requests for Reasonable Accommodations Page 6
- E. Accommodation Process Page 6
- F. Standing Accommodation Letters Page 7
- G. Requests for Modification of Academic Requirements Page 7
- H. Requests for Non-Academic Accommodations Page 7

III. ODS SERVICES AND REASONABLE ACCOMMODATIONS

- A. Exam Accommodations Page 9
- B. Note Taking Accommodations Page 10
- C. Accommodations for Alternate Format (audiotape, e-text, & braille) Page 10
- D. Accommodations for Students who are Deaf or Hard of Hearing Page 12

IV. PERSONAL AIDS AND EQUIPMENT

- A. Personal Care Assistants Page 14
- B. Service Animals Page 14

V. RIGHTS AND RESPONSIBILITIES

- A. Student Rights Page 16
- B. Student Responsibilities Page 16

VI. GRIEVANCE PROCEDURES

- A. Resolution of Grievances Through the University Judicial System Page 17
- B. Resolution of Grievances Through Direct Consultation Page 17
- C. Resolution of Grievances Through Formal Process Page 17

VII. ASSISTIVE TECHNOLOGY

- | | |
|--|---------|
| A. Located in ODS | Page 18 |
| B. Located in Computing & Media Services | Page 18 |
| C. Located in the Media Services Department at E.S. Bird Library | Page 18 |

VIII. INFORMATION RESOURCES AND REFERRAL

Page 19

IX. GLOSSARY

Page 20

I. OFFICE OF DISABILITY SERVICES

A. POLICY STATEMENT

The mission of the Office of Disability Services (ODS) is to assist Syracuse University (SU or University) students with disabilities by offering services to promote and ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under educational programs and activities in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), and applicable state law. Student input is vital to this mission.

ODS will work in collaboration with the student to determine what accommodations are needed through individualized discussion. While ODS primarily serves the student population, the office will also serve as a resource for faculty members and departments charged with the responsibility of providing academic access to students with disabilities. The philosophy of ODS is to promote independence, inclusion and to pursue innovation in services for students with disabilities. ODS endeavors to strengthen the Division of Student Support and Retention by working to increase the graduation rates of students with disabilities at the University.

ODS is the designated campus office that verifies whether or not a student has a documented disability that significantly impacts the student's ability to access educational programs. ODS will determine the appropriateness of a requested accommodation on an individualized, case-by-case-basis. Students with disabilities are encouraged to notify and collaborate with ODS to identify, establish the need for, and obtain accommodations.

ODS is committed to providing access for all students with disabilities to educational programs and activities in accordance with the ADA, Section 504, and applicable state law. The following policies and procedures have been developed to facilitate this access.

B. FUNCTIONS OF STAFF MEMBERS

The following is a brief summary of the functions of staff members in ODS. In addition to the listed duties, ODS staff also routinely perform a variety of other activities to provide services to students with disabilities and the University community as required by law and University policy.

Director:

The Director of Disability Services coordinates the overall administrative operations of ODS including, but not limited to, managing ODS staff, and coordinating campus-wide efforts to provide access.

Disability Access Specialists (Specialist):

Students who request reasonable accommodations through ODS are each assigned a Disability Access Specialist. During an initial meeting, the student's expressed needs are reviewed. The submitted documentation of a disability will be evaluated, eligibility for services determined, and

any requests for reasonable accommodations will be discussed. The appropriateness of an accommodation is determined on a case-by-case basis and involves an interactive process including the student, the Specialist, and, if necessary, representatives from other University departments.

Coordinator of Alternate Format (Coordinator):

Depending upon the documented need, the Coordinator of Alternate Format is available to assist in obtaining specific accommodations that include, but are not limited to, an alternate format of text and other classroom materials.

Coordinator of Note Taking and Exam Administration Services (Coordinator): Depending upon the documented need, the Coordinator of Note Taking and Exam Administration Services is available to assist in arranging accommodations that include, but are not limited to, testing accommodations and note taking assistance.

Administrative Assistant:

The Administrative Assistant serves as the primary contact to direct individuals to the appropriate ODS staff member and provides assistance to ODS staff and the Director.

Student Workers:

ODS employs student workers to support the office in providing necessary services.

II. PROCEDURES FOR STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS

A. PRIOR TO ADMISSION

If an applicant with a disability requires accommodations to facilitate the admissions process, the applicant should make his/her needs known to the Office of Admissions prior to their visit.

Admission to the University is based upon requirements established by the Admissions Office in accordance with University policy. Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions. Information about the University's admission requirements is available from the Office of Admissions, 201 Tolley Administrative Building, Syracuse, NY 13244, 315-443-3611 or <http://sumweb.syr.edu/admissions/index.html>.

B. AFTER ADMISSION

It is the responsibility of the student to self-identify as an individual with a disability. Furthermore, a student or prospective student is not obligated to self-identify, unless s/he is requesting accommodations from the University.

A student with a disability may request accommodations by contacting ODS to schedule an intake appointment. Students are requested to send their current documentation of disability to the Office of Disability Services, in advance of their intake appointment. The documentation will be evaluated according to established ODS guidelines. These guidelines will be furnished by ODS upon request.

Timely requests are crucial to the process of facilitating accommodations. Retroactive accommodations will not be provided. A student who is requesting accommodations that require significant lead time such as books in audiotape, e-text, or braille format, should make those needs known as far in advance as possible.

C. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

Disability documentation is considered confidential information and does not become part of a student's permanent record. Disability information is housed in the Office of Disability Services unless the student submits the documentation to another campus department. Copies of disability documentation are not provided to anyone. Students should obtain a copy of their disability documentation from the original source and retain a copy for their personal records. Disability documentation is normally maintained for ten years after the last recorded date of enrollment and then it is destroyed.

D. EVALUATING REQUESTS FOR REASONABLE ACCOMMODATIONS

In evaluating requests for accommodation, ODS shall consider the following criteria, as they apply to each request.

1. Whether the disability documentation meets established guidelines;
2. Whether the disability documentation supports the request for a specific accommodation;
3. Whether the accommodation is reasonable and effective as mandated by the ADA and Section 504 of the Rehabilitation Act of 1973;
4. Whether the accommodation is not of a personal nature (the University is not required to grant accommodations of a personal nature);
5. Whether or not the student will be assured of participation in the particular program without the accommodation;
6. What types of alternative or combination of alternative accommodations are available to provide the student with the same or similar content and/or level of instruction for the particular course, degree requirements or other academic program;
7. Whether the accommodation will fundamentally alter the particular course, degree requirements or other academic program as determined by the appropriate faculty member, department chair, Dean and University officials;*
8. Whether a requested accommodation constitutes an undue burden to the University.

*Faculty, department chairs, Deans and other University Officials determine what constitutes adequate curriculum requirements, what courses are necessary to the degree requirements, and whether the nature and objectives of individual courses have been met.

E. ACCOMMODATION PROCESS

Students seeking accommodations have a responsibility to contact ODS to schedule an initial intake appointment. During this initial intake appointment, the student and the Disability Access Specialist will review disability-related documentation (which should be submitted in advance), and discuss the student's expressed needs and requests for accommodations. Students will be given the opportunity to have input regarding the type and extent of any accommodations provided.

After the intake process and any necessary follow up are complete, the Disability Access Specialist will make a determination regarding appropriate accommodations. If the request meets the criteria set forth in Section II.D, the Disability Access Specialist will develop and

approve an Accommodation Letter. Copies of this letter are provided to the student and also maintained in the student's ODS file.

Prior to or at the beginning of each semester, the student should make an appointment with his/her Disability Access Specialist to develop an updated Accommodation Letter for distribution to their faculty. The student is responsible for obtaining an Accommodation Letter from ODS in a timely manner. Untimely requests for and/or distribution of Accommodation Letters may result in a delay, substitution or denial of an accommodation.

F. STANDING ACCOMMODATION LETTERS

Students who have needs that do not fluctuate may agree to accept a Standing Accommodation Letter from ODS to cover a predetermined period of time. Such letters will govern for the stated period of time unless either the student or the University requests that the provision of the identified accommodations be revisited. Each semester, it is recommended that the student meet with his/her Disability Access Specialist to discuss the effectiveness of standing accommodations.

G. REQUESTS FOR MODIFICATION OF ACADEMIC REQUIREMENTS

A request for modification of academic requirements is an interactive process involving the student, Disability Access Specialist, faculty, staff and administration to outline accommodations and define alterations, if any, to academic programs of the University. In providing accommodations, neither the University nor the teaching faculty is required to *fundamentally* alter its courses, curriculum, degree requirements or program objectives.

Modifications to academic courses and/or requirements are approved only where it is demonstrated that the accommodations will not alter the program objectives or affect academic integrity. Such requests by the student must be submitted in writing to the faculty member or academic department. ODS will discuss the matter with the student and appropriate University personnel (e.g., Dean, department chair, or faculty), who will issue a decision to the student.

H. REQUESTS FOR NON-ACADEMIC ACCOMMODATIONS

Students or other individuals with disabilities seeking to obtain accommodations unrelated to academic access (and therefore outside the responsibility of ODS) from programs, departments or other University-affiliated organizations, may request accommodations for an upcoming event, activity, or other University-sanctioned function. These students or individuals with disabilities may or may not be registered with ODS. Upon request, ODS will serve as a resource for determining whether and how the accommodation should be provided. Documentation of the individual's disability may be required to support the request for an accommodation.

In the case of non-academic accommodations, ODS will not assume the costs. In these cases, it is the financial responsibility of the sponsoring program, department or other University-affiliated organization.

Requests for non-academic accommodations must be made to the responsible office, department or other university-affiliated organization in a timely manner in order to provide the University sufficient time to evaluate the request and implement accommodations. Untimely requests may result in a delay, substitution, or denial of an accommodation.

III. ODS SERVICES AND REASONABLE ACCOMMODATIONS

Accommodations may include, but are not limited to:

A. EXAM ACCOMMODATIONS

The provision of accommodations for exams is an interactive process involving the student, the Disability Access Specialist, the Coordinator for Exam Administration and faculty. Faculty determine who will provide the agreed upon accommodations – either the faculty member or the Office of Disability Services. If exam accommodations are to be provided through ODS, the student should adhere to the following procedures:

1. Provide an Accommodation Letter to the ODS Coordinator for Exam Administration;
2. Obtain Exam Assistance Request Forms from ODS;
3. Complete the student section of the Exam Assistance Request Form and submit to faculty for their completion;
4. Return the completed form to ODS;
5. Notify ODS **ten (10) business days in advance** or as soon as they are informed of the exam date. In the case of late requests, ODS cannot guarantee implementation of the accommodation.

Exams should be administered at the regular exam time. With advance notice to the Coordinator and the approval from the faculty member, the day, time, and location of the exam may be changed. No early or late exams will be allowed without prior written approval from the faculty member.

If a student misses an exam scheduled through ODS, he/she needs to immediately contact the faculty member and the ODS Coordinator. If an exam is missed, it will be returned to the faculty member.

Academic Honesty

The Office of Disability Services follows the “Academic Standards of Syracuse University”, (Academic Rules and Regulations, page 2, section 1.0). Therefore, if a student is found to have unauthorized materials (as specified by the faculty member) or otherwise violated the Academic Standards during an exam administered by ODS, the materials will be removed or otherwise rectified to the extent possible; the point at which the materials are removed or the situation is discovered will be noted on the exam; the student will be permitted to complete the exam; and finally, the exam, the unauthorized material, and a description of the situation will be forwarded to the faculty member. Decisions regarding academic dishonesty are **not** determined by the Office of Disability Services. Those decisions are made by the faculty member in accordance with University policy.

B. NOTE TAKING ACCOMMODATIONS

If note taking accommodations are to be provided through ODS, the student should adhere to the following procedures:

1. Provide an Accommodation Letter to the ODS Coordinator for Note Taking services;
2. Complete a note taking request form specifying the classes for which notes will be needed. A dually signed copy of this form (by the student and Coordinator) will serve as verification of a submitted request;
3. Note takers are identified from the class. Once a note taker has been secured, the student should come to ODS at least once a week to pick up notes (804 University Avenue, Room 309);
4. The standard expectation for note taking services is that if an individual does not pick up notes for two (2) consecutive weeks, the service will be discontinued. In this case, ODS will attempt to contact the student to determine why the notes are not being picked up.

Note takers are identified from the class. Students should use a tape recorder as a back-up until a note-taker can be located. ODS will do its best to secure a note-taker, but there may be instances in which a note-taker cannot be secured.

Students should notify ODS when there is a problem with note-taking services or in the event that services are no longer needed.

Important Information Regarding Note Taking Services

A request for note taking services made after the second week of classes will be considered a late request. ODS will make a “good faith” effort to fill each request for the needed note taking services and will make an effort to contact a student as soon as a note taker has been secured. If a student has not heard from ODS, it is the student's responsibility to contact the Coordinator to keep abreast of the status of services.

The process is confidential, unless the student elects otherwise. The student’s name will not be known to the note taker or the faculty member. Arrangements to secure notes immediately after class can be made.

C. ACCOMMODATIONS FOR ALTERNATE FORMAT (Audiotape, E-Text, & Braille)

Students with disabilities, like all University students, are expected to purchase their own textbooks and course materials. Students with disabilities, however, will not be required to pay for the cost of converting books into alternate format(s).

It is the student’s responsibility to initiate requests for alternate format prior to the beginning of each semester. **To the extent possible, ODS recommends eight (8) weeks advance notice** to assure that the needed materials are converted.

Students need to complete the following steps before the process of converting materials into alternate format can begin:

1. Provide an Accommodation Letter to the ODS Coordinator of Alternate Format;
2. Upon completion of class registration each semester, submit a class schedule to the ODS Coordinator of Alternate Format indicating what courses alternate format is being requested. At this time, alternate format options, procedures, and reasonable expectation for receiving materials will be discussed. A signed agreement is generated at this meeting as to what is requested by the student and the procedures for providing the materials in alternate format;
3. When textbooks are unavailable in the campus bookstores, ODS will contact the student to discuss options. Students are required to provide copies of classroom materials other than required textbooks;
4. Students are encouraged to contact faculty to obtain a class syllabus or to create a reading list if the syllabus is not immediately available. Syllabi and dated reading lists may be submitted by email. When necessary, ODS will attempt to obtain a syllabus or a dated course reading list so as to produce alternate format materials in the same order as class reading assignments.
5. In the case of extenuating circumstances which prevent a student from following the aforementioned procedures, students should contact the ODS Coordinator of Alternate Format to discuss other arrangements.

Important Information Regarding Alternate Format

Students are encouraged to obtain an individual membership with the Recordings for the Blind and Dyslexic (RFB&D) audio book service. As an individual member, students may borrow available audio books directly through this national service which has over 93,000 titles in a broad variety of subjects. Students should speak to the Coordinator of Alternate Format to obtain information on establishing an individual membership.

Since requests are filled on a first come, first-served basis, late requests may result in a delay or substitution of the requested alternate format. Students are encouraged to use readers or assistive technology during the interim of text conversion.

ODS reserves the right to deliver optional types of alternate format to students as necessary to provide access. In such cases, ODS will ensure that the format is accessible to the student. Students will be notified and involved in the process of deciding the best types of optional services.

It is generally recommended that students make arrangements to pick up materials regularly. If alternate format is being provided in installments, ODS will make every effort to notify the student that it is available for pickup.

Students should notify the Coordinator of Alternate Format immediately if there are any changes in the status of a request or if there are any problems with the alternate format materials. The Coordinator should be notified immediately if some or all the readings for a course are no longer needed or if the course is dropped. RFB&D audio books and loaned equipment should be returned to ODS at the end of the semester. ODS will attempt to contact the student when audio books and loaned equipment are not returned.

Copyright Policy

Copyrighted materials reproduced in an accessible format by ODS for an individual with a disability may not be copied, shared, distributed, or sold, except in accordance with the provisions of the copyright laws.

D. ACCOMMODATIONS FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

There is a broad spectrum of services and accommodations that may be provided for students who are deaf or hard of hearing. Services and accommodations are provided in consultation with the student and in consideration of a number of factors.

These factors include, but are not limited to: (1) the degree of hearing loss; (2) the student's preferred method(s) of communication; (3) the type of communication and language dictated by the situation; (4) the setting including size, number of people, acoustics, lighting and technological access; (5) the speaker's method of communication and/or use of media; and (6) the available resources to provide the service or the accommodation.

The following services/accommodations or combinations **may include** but are not limited to:

- Interpreter Services
- Transliteration
- CART
- Note takers
- Provisions for the use of personal, assistive listening devices
- Use of FM or infrared assistive listening systems available in designated facilities
- Preferential seating for lip-reading
- Re-location of classes due to acoustical, lighting or technological issues
- Educating faculty/staff on:
 - a. communication techniques between hearing and hearing impaired individuals
 - b. the role and ethics of the service provider (e.g. interpreter, CART provider) including issues of confidentiality and intellectual property
 - c. the use of communication devices.

The key to obtaining optimal services and/or accommodations is based on timing. The resource pool of providers for some services (e.g. Cued Speech, CART, etc.) is extremely limited in the Greater Syracuse area. The earlier services are requested, the greater likelihood that providers

will be available. **Immediately after registering for classes each semester, the student should submit a request for services/accommodations to his/her Disability Access Specialist in the Office of Disability Services.**

There may be occasions upon which the student is unable to be present at the beginning of a class that is to be interpreted, transliterated or translated. Under these circumstances, the service provider will wait for 20 minutes unless the student has made prior arrangements for an extended delay.

Services are provided with the expectation that students will be present in class to receive them. If a student is absent from three consecutive meetings of the same class without notification to ODS or the service provider, ODS will attempt to contact the student to discuss the situation. If ODS is unsuccessful in contacting the student, services will be discontinued until the student requests that services be restored.

IV. PERSONAL AIDS AND EQUIPMENT

Students with disabilities are permitted to use personal aids and specialized equipment, so long as the aid or equipment does not interfere with other students or the faculty member. Faculty members may work with students on alternative aids and equipment that might assist students in accessing academic materials. Problems related to the use of aids or equipment in the classroom should be referred to ODS for resolution.

Students are responsible for providing their own personal devices or services, including, but not limited to the following: wheelchairs or wheelchair repair; personal transportation; computers and software for use at home; individually prescribed devices; prescription eyeglasses; hearing aids; readers for personal use; alternate format materials unrelated to academic courses; or services of a personal nature including assistance in eating, using the toilet, bathing, or dressing. As appropriate, ODS will make referrals to agencies or organizations that may be available to assist students in fulfilling needs outside of the jurisdiction of ODS.

A. PERSONAL CARE ATTENDANTS

Attendants are authorized to accompany students with disabilities and to perform both personal and academic tasks for them, such as taking notes, scribing, and turning pages. These attendants should not, however, interfere with other students or the teaching faculty member. Problems that relate to personal attendant services should be referred to an ODS Specialist.

B. SERVICE ANIMALS

A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. The necessity for service animals, other than service dogs, and animals that are considered to be therapy or companion animals in the University environment must be reviewed by ODS. In such cases, ODS will render a decision based on documentation of the disability (according to ODS Documentation Guidelines) and the disability-related necessity for the service, companion or therapy animal. Unless a service, companion or therapy animal is at risk, poses a hazard or risk to specific campus facilities (including research or activities undertaken in such facilities), or is a threat to the safety or physical well being of others, individuals with disabilities are permitted to use service, companion and therapy animals on the University campus.

A request to allow a service, companion or therapy animal to reside in University housing must be processed through the Office of Disability Services. A request must include documentation of the individual's disability (according to ODS Documentation Guidelines), disability-related need for the service, companion or therapy animal and evidence that the animal meets state and local ordinances for licensing, vaccinations and other health-related requirements. The Office of Disability Services will work in collaboration with the Office of Housing and the Office of Residence Life for final approval.

In all situations and at all times, the handler must be in full control of the service, companion or therapy animal. The handler is responsible for the care and supervision of the animal as well as clean up of animal waste. A handler may be asked to remove a service, companion or therapy animal from the University due to disruption, ill health of the animal or uncleanliness. The handler assumes financial responsibility for any damages incurred.

All issues, concerns, or questions related to service, companion or therapy animals should be referred to ODS.

V. RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

Students with disabilities cannot be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under educational programs and activities in accordance with the ADA, Section 504 of the Rehabilitation Act of 1973 as amended, and any applicable state laws. Students have a right to an individualized assessment of documentation; timely delivery of services consistent with the notice provided by the student; confidentiality; and prompt equitable investigation and resolution of complaints.

B. STUDENT RESPONSIBILITIES

Students with disabilities have a responsibility to self-identify; self-advocate for individual needs; provide early notice of an accommodations request; adhere to the policy and procedures for accessing accommodations; and fully participate in the accommodations process.

VI. GRIEVANCE PROCEDURES

A. Resolution of Grievances through the University Judicial System

Claims of discrimination on the basis of disability, such as claims of differential treatment or harassment, are directed to and resolved by the University Judicial System (refer to *Syracuse University Student Handbook*).

B. Resolution of Grievances through Direct Consultation

Denial of reasonable accommodation of a disability by a person or Office, such as a faculty member or department chair, the Dean's Office and/or an administrator responsible for a service area, can be directed to ODS for advice or assistance to the student who is seeking to resolve a dispute by direct consultation.

If ODS is the alleged source of the dispute, the student may contact the Director of ODS, and if not resolved, the Associate Vice President for Undergraduate Studies, and if not resolved, the Vice President for Undergraduate Studies, and if not resolved, the Vice Chancellor, whose decision is final.

C. Resolution of Grievances through Formal Process

Formal grievances related to the failure to provide reasonable accommodations may be initiated through the Vice President for Undergraduate Studies/504 Compliance Officer, who will attempt to achieve an informal resolution of the grievance. If an informal resolution cannot be achieved, the Vice President/504 Compliance Officer will appoint an ad hoc Disability Grievance Committee to hear the case. Then the Vice President/504 Compliance Officer will issue a formal 504 ruling. If the grievance is against the Office of Disability Services, the Vice President/504 Officer will issue a formal 504 ruling unless it reverses the recommendation of the ad hoc Disability Grievance Committee. In this case, the grievance and recommendation of the ad hoc Disability Grievance Committee will be reviewed by the Vice Chancellor who will issue a formal 504 ruling.

All written grievances should contain (1) a description of the nature of the complaint; (2) previous efforts at resolution; and (3) proposed remedy.

VII. ASSISTIVE TECHNOLOGY

- I.** The Office of Disability Services offers the following tools. If you have any questions or are in need of further information please contact the Service Coordinator for Alternate Format in the Office of Disability Services Phone: (315) 443-4498.

JAWS 7.0	PDF Aloud Screen Reading Software
Kurzweil 3000 7.0	Kurzweil 1000 7.0
Dragon Naturally Speaking 7.0	Zoomtext 9.0
Braille Embosser w/Duxburry 6.0	Daisy Readers (Audio Tape/CD Text)
FM Amplification Transmitters	Talking Calculators
Cassette Recorders	Digital Recorders
NCR Paper	
Telecommunications Device for the Deaf (TTY/TDD)	

- II.** Computing Services offers the following software packages and general technology. If you have any questions please contact Computing Services at (315) 443-3807.

Braille Printer	Font Size Enlargement
Jaws	Large Screens Mouse Control Option
Magnify Close View on	Slow Keys
PC and Macintosh	Sticky Keys
Zoomtext on PC	

- III.** The Media Services Department at Bird Library offers the following tools. If you have any questions about these devices, please contact Media Services at 443-2438.

Closed Caption Viewing	Zoomtext
Scanner	V-Tech Machine
Kurzweil Reader	WCNY Readout Receiver
JAWS	Closed Caption TV (CCTV)

VIII. INFORMATION RESOURCES AND REFERRAL

The Office of Disability Services can provide referral and information in relation to resources outside of ODS, such as the New York State Vocational & Educational Services for Individuals with Disabilities (VESID), <http://www.vesid.nysed.gov/>.

The organizations listed below can provide valuable information:

Association on Higher Education and Disability (AHEAD)

<http://www.ahead.org/>

Children and Adults with Attention Deficit Disorders (C.H.A.D.D.)

<http://www.chadd.org/index.cfm>

HEATH Resource Center

<http://www.heath.gwu.edu/>

Job Accommodation Network

<http://janweb.icdi.wvu.edu/>

Learning Disabilities Association of America (LDA)

<http://www.ldanatl.org/>

Mobility International USA (MIUSA)

<http://www.miusa.org/>

National Attention Deficit Disorder Association (NADDA)

<http://www.add.org>

National Center for Learning Disabilities

<http://www.nclld.org/>

National Council on Disability (NCD)

<http://www.ncd.gov/>

National Federation of the Blind

<http://www.nfb.org/>

National Information Center on Deafness

<http://ncod.csun.edu/>

Recording for the Blind and Dyslexic (RFB&D)

<http://www.rfbd.org/>

The Trace Research and Development Center

<http://www.trace.wisc.edu/>

The World Wide Web Consortium Disability

<http://www.w3.org>

IX. GLOSSARY

DEFINITION OF A DISABILITY AND GOVERNING LAWS

Under the ADA, the term “disability” means: (A) a physical or mental impairment that *substantially limits* one or more of the major life activities (including learning) of an individual, (B) a record of such an impairment, or (C) being regarded as having such an impairment. In all matters, the governing laws that relate to the provision of disability services for University students are the ADA, Section 504, and any applicable state laws. Individualized Education Plans (IEP's) alone are not considered to be adequate documentation and do not apply to post-secondary education, but ODS will accept IEP's as supporting data to the primary student documentation of a disability and resulting need for an accommodation.

FACULTY:

A faculty member includes any of the following: Professor, Instructor, Teaching Assistant, Graduate Assistant, or Adjunct.

MAJOR LIFE ACTIVITIES:

Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

MENTAL DISABILITY:

Mental or psychological condition such as mental retardation, organic brain syndrome, emotional or mental illness which has been diagnosed by a licensed professional and can be verified as a condition which substantially limits a major life activity such as learning.

OFFICE OF DISABILITY SERVICES (ODS):

The Office of Disability Services is the designated University office that maintains students' documentation of disability; conducts the reviews of documentation; and authorizes accommodation requests. All inquiries related to the provision of accommodations for students with disabilities should be referred to ODS.

PHYSICAL DISABILITY:

Any physiological condition affecting one or more of the following body systems: neurological, muscular skeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine.

QUALIFIED INDIVIDUAL WITH A DISABILITY:

A person with a documented disability who, with or without accommodations, meets the essential eligibility requirements for admission to the University.

QUALIFIED INTERPRETER:

An interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using American Sign Language or other necessary specialized vocabulary.

QUALIFIED PROFESSIONAL:

A health or rehabilitation professional qualified to render an opinion regarding a specific disability. Examples of qualified professionals include, but are not limited to: physicians, occupational therapists, physical therapists, psychologist, or psychiatrist.

REASONABLE ACCOMMODATIONS:

A reasonable accommodation is an individualized support service or aid that is provided to ensure that individual students with disabilities have access to the University. Reasonable accommodations promote access, but do not provide additional privileges. The provision of reasonable accommodations is determined on a case-by-case basis.

Reasonable accommodations do not include the provision of auxiliary aids or equipment for personal use. Reasonable accommodations do not include attendant care or personal transportation services outside of the scope of operations provided for the general student population.

Reasonable accommodations may include, but are not limited to, qualified interpreters, note-takers, transcription services, qualified readers, audio-taped texts, Braille materials, large print materials, e-text format, physical class relocations, extended test time, and other similar services and actions.

STUDENT:

An individual who has received a formal acceptance letter from the Office of Admissions or a particular school/college or university-sponsored program, which specifically states that the student has been accepted for admission. The university also serves part-time and non-matriculated students who are enrolled in various university-sponsored programs such as SummerStart and Summer College.

SUBSTANTIALLY LIMITING IMPAIRMENT:

An impairment that *significantly* restricts the duration, manner or condition under which an individual can perform a major life activity as compared to the average person in the general population.

