

The background of the entire page is a photograph of a university campus. In the foreground, there is a field of bright yellow daffodils with green leaves. In the middle ground, several people are walking, their figures slightly blurred. In the background, there is a large, multi-story brick building with many windows, and some trees with bare branches. The sky is blue with some light clouds. The Adelphi University logo is positioned in the top right corner, featuring the name 'ADELPHI UNIVERSITY' in a bold, sans-serif font, with 'NEW YORK' in a smaller font below it. The logo is set against a yellow, trapezoidal background.

**ADELPHI**  
**UNIVERSITY**  
NEW YORK

**STUDENT ACCESS OFFICE**

**FACULTY AND**

**ADMINISTRATIVE**

**HANDBOOK**

**2023-2024**

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## INTRODUCTION

Adelphi University is enriched by our diverse student body. Becoming a model for diversity, equity, inclusion, and enhancing our reputation as a community that values, welcomes and inspires every individual is a key pillar of our strategic plan.

Accommodating students with disabilities is a legal requirement, however, as a University we should look beyond the letter of the law and rise to the spirit of the law.

The legal imperative was set with the Americans with Disabilities Act (ADA), which was signed into law on July 26, 1990, by President George H.W. Bush. The ADA builds on Section 504 of the Rehabilitation Act of 1973, often referred to as the “Civil Rights Act” for people with disabilities. It states that “no otherwise qualified individual with a disability shall, solely by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” As a University that receives federal assistance, our academic programs, courses, services and activities must be accessible to students with disabilities.

Self-identifying as having a disability and asking for accommodations is a personal decision for each student that Adelphi neither encourages nor discourages. If a student requests accommodations at Adelphi University, he or she is responsible for taking the initiative by completing the process of registering with the Student Access Office (SAO) and remaining actively involved in the accommodation process. Adelphi University neither imposes accommodations on students nor preempts their responsibility to disclose and define their need for accommodation.

We understand you may have questions about providing services to students and creating a climate of mutual understanding, appreciation and support throughout the campus. SAO is here to answer your questions and provide support and guidance to appropriate campus resources.

## ADELPHI UNIVERSITY'S COMMITMENT TO STUDENTS WITH DISABILITIES

Adelphi University's Student Access Office (SAO), as required under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, makes available reasonable accommodations and assistance to students with disabilities. The objective is to ensure that our students receive equal access to all of the University's programs and services. SAO policies, procedures and practices reflect our commitment to offer students a meaningful opportunity to fully participate in and benefit from their educational experience. To that end, the office seeks to balance students' right to access with our obligation to protect the integrity of Adelphi University's programs and services.

### STUDENT ACCESS OFFICE MISSION STATEMENT

To ensure equal access to all of the University's programs, services and facilities for students with documented disabilities. Through leadership and guidance to the campus community, and assistance, advocacy and reasonable accommodations for students, SAO fosters an accessible campus environment. SAO is dedicated to student learning and development through the utilization of individualized accommodations and purposeful interactions.

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#### Hours of Operation\*

Monday	8:30 a.m.–7:00 p.m.
Tuesday	8:30 a.m.–7:00 p.m.
Wednesday	8:30 a.m.–7:00 p.m.
Thursday	8:30 a.m.–7:00 p.m.
Friday	8:30 a.m.–4:30 p.m.

\*Academic year

## Contact Information

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## DEFINITIONS

**Reasonable Accommodations** are modifications to a program, activity or facility that enable qualified students with a disability to have an equal opportunity to benefit from and have access to University programs and services. An equal opportunity means a chance for a student to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability.

Students are not charged for the cost incurred in providing reasonable accommodations, including auxiliary aids and services. To determine reasonable accommodations, the Student Access Office (SAO) may seek information from appropriate University personnel regarding essential standards for courses, programs, services, activities and facilities. Final determinations of reasonable accommodations are made by SAO in collaboration with the student and faculty as warranted. An accommodation is not considered reasonable when it compromises the essential elements of the curriculum or requires a fundamental alteration in the nature of the program, service or activity. Examples of unreasonable requests are a reduction in the amount of questions given on an exam or waiving reading assignments.

**Student** is a person enrolled in the University.

**Student with a disability** is a person with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, learning, hearing, speaking, or breathing.

**Qualified student with a disability** is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in and/or fulfilling the essential requirements of college programs or activities, and has provided appropriate documentation of his/her disability.

**Undue hardship** is any excessively costly, extensive, substantial or disruptive modification, or one that would substantially alter the nature or operation of the institution or any of its programs or services, or threaten the health or safety of the University community.

**Program accessibility** means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.

**Section 202 of the 1990 Americans with Disabilities Act** states “No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.”

**Section 504 of the Rehabilitation Act** states “No otherwise qualified individual in the United States shall, solely by reasons of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

**Impairment** is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population.

**Disability** generally is a restriction or lack of ability to perform an activity in a usual manner, resulting from impairment. The emphasis is on the practical problems faced in the performance of activities. If someone is legally blind, the disability refers to the inability to read print without the aid of magnification.

## PREFERRED LANGUAGE

People with disabilities (PWD) prefer that you focus on their individuality, not their disability. The best policy promotes the use of “people-first” language. The term “handicapped” has fallen into disuse and should be avoided. The terms “able-bodied,” “physically challenged” and “differently abled” are also discouraged. The following are some recommendations and guidelines that should be regarded as general caveats of appropriate behavior. Since everyone is different, these guidelines only hold true for most individuals most of the time:

**Never use the article “the” with an adjective to describe people with disabilities.** The preferred usage, “people with disabilities,” stresses the essential humanity of individuals and avoids objectification.

**NOT** the deaf; deaf and dumb; suffers a hearing loss; afflicted with a hearing loss

**USE** people who are deaf; person who is hard of hearing

**NOT** the visually impaired

**USE** people with low vision

**NOT** the disabled; handicapped; crippled; suffers from a disability

**USE** person with a disability; people with disabilities

**NOT** crazy; psycho; lunatic

**USE** person with a mental illness

**NOT** retarded; mentally defective

**USE** person with a developmental disability; person with mental illness

### Appropriate Terminology

Be careful not to imply that people with disabilities are to be pitied, feared or ignored, or that they are somehow more heroic, courageous, patient or “special” than others. Never use the term “normal” in contrast. A person in a wheelchair is a “wheelchair user” or “uses a wheelchair.” Avoid terms that define the disability as a limitation such as “confined to a wheelchair” or “wheelchair-bound.” A wheelchair liberates; it doesn’t



confine. Never use the terms “victim” or “sufferer” to refer to a person who has had a disease or disability. This term dehumanizes the person and emphasizes powerlessness.

## **ROLE OF THE STUDENT ACCESS OFFICE**

Adelphi University maintains a department specifically dedicated to addressing all issues pertaining to our population of students with disabilities. The Student Access Office (SAO) stands out as a primary point of reference when it comes to the subject of equal integration of students with disabilities within the campus environment.

SAO provides a variety of services, including:

- Determination of eligibility for requested reasonable accommodations
- Coordination of the provision of reasonable accommodations
- Liaison between students with disabilities and faculty/administration/Adelphi community
- Development and execution of disability-awareness training programs
- Serve as a source of information, referral, and general support, not only for students with disabilities but also for any faculty or staff members.

## RIGHTS AND RESPONSIBILITIES

### I. Student Access Office

The Student Access Office has the right to:

- Request and receive current disability documentation that supports requests for accommodations.
- Deny a request for accommodations if the documentation submitted is insufficient in supporting a reasonable accommodation in order for equal access to programs and curricula and in accordance with ADA standards, or the student fails to provide appropriate documentation.
- Deny an accommodation request that will fundamentally alter the requirements of a University program, course or activity.

The Student Access Office has the responsibility to:

- Provide information to students with disabilities in accessible formats upon request.
- Review Petitions for Accommodations to determine eligibility for services and nature of accommodations.
- Provide reasonable accommodations to students with disabilities.
- Maintain appropriate confidentiality of records and communication, and disclose such information when permitted by law.
- Serve as a liaison between students and faculty.
- Serve as a resource on disability issues for the Adelphi campus community.

### II. Faculty

Faculty members have the right to:

- Identify and establish standards for courses and academic programs.
- Verify through SAO the eligibility for and nature of accommodations before provision of accommodations occurs.
- Request assistance and resources from SAO.

Faculty members have the responsibility to:

- Evaluate students solely on the basis of their academic performance.

- Work with the student and SAO to ensure the provision of reasonable accommodations.
- Include the Disability Statement on every class syllabus:
- “If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the Student Access Office (SAO) at 516-877-3806 or send an email to [sao@adelphi.edu](mailto:sao@adelphi.edu). The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Please note that reasonable accommodations are also available for courses conducted through an online learning format. Please be advised that due to the nature of online courses, some accommodations approved for in-person classes may not apply. Please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services for courses.”
- Foster an accessible learning environment to all learners.
- Address concerns about disability accommodations with SAO.

### **III. Students**

Students with disabilities at Adelphi University have the right to:

- Have equal access to courses, programs, services, activities and facilities offered through the University.
- Have equal opportunity to learn and receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- Decide whether or not to utilize their documented accommodations.
- Receive information available in accessible formats.

Students with disabilities have the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, activities and facilities.
- Identify their approved accommodations by providing their formal Letter of Accommodation (LOA) to faculty, staff or administration as needed.
- Document disability according to established guidelines and demonstrate how disability substantially limits their participation in courses, programs, services, activities and facilities.
- Follow policies and procedures for utilizing their specific accommodations which are outlined in student’s mandatory Online Orientation.

Students are advised to:

- Meet with each of their professors to discuss the testing and academic accommodations that they anticipate needing for each class.
- Self-disclose their disability status to faculty and staff when appropriate.
- Exercise self-advocacy to meet their disability-related needs.

## ACCOMMODATIONS PROCESS

### Procedure for Requesting Reasonable Accommodations

The following procedures for requesting reasonable accommodations are included in the *Student Access Office Student Guide* and are provided here for your information.

Students who are seeking accommodation services based on a diagnosed disability must complete a Petition for Reasonable Accommodations (either Academic and/or Housing). Each Petition must be submitted with appropriate supporting documentation. Both the Housing and Academic Petitions, as well as the associated ADA Guidelines for Documentation, can be found on the SAO website under Petition Forms & ADA Guidelines.

Once all the necessary paperwork has been received, each Petition is reviewed in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act; a determination will be made as to whether the student qualifies under these Guidelines. When the review process is complete, a formal letter is sent to the student's Adelphi email account indicating whether their accommodation request has been approved. All petitions are reviewed in the order that they are received.

**It must be noted that the University and Student Access Office (SAO) reserve the right to deny requests for services or accommodations while the receipt of appropriate documentation is pending.**

### **Notification of Eligibility for Accommodations**

A letter is sent to the student stating either approval or denial of accommodations.

The Letter of Approval (LOA) will list the accommodation(s) to which the student is entitled. Students must use the approval letter to identify to instructors, faculty and administration as needed.

The Letter of Denial (LOD) will explain the reason for denial and the appeals process should the student choose to pursue this route.

### **Changes in Accommodation Needs**

- Students are entitled to request additional accommodations or academic adjustments during the course of the semester, or at any time during their tenure at Adelphi University.
- Students must work with SAO for appropriate changes to accommodations, academic adjustments and/or auxiliary aids and services. SAO should be contacted at the earliest indication of accommodation needs and appropriate documentation must be provided to support the accommodation. Students must allow for a reasonable time frame for the coordination and provision of new accommodations or modifications to existing accommodations.

### **Academic Dishonesty**

Students registered with SAO are expected to uphold all of the University's academic integrity policies and abide by the Adelphi University *Code of Conduct*. SAO is committed to upholding these policies. Any actions that compromise academic integrity or Adelphi's student *Code of Conduct* will be reported through the appropriate conduct channels.

## GUIDELINES FOR DOCUMENTATION

For access to specific ADA Guidelines for Documentation by disability type please visit the Petitions and ADA Guidelines tab on the Student Access Office website.

- [ADA Guidelines for Documentation](#)

## ACCOMMODATIONS FOR ACADEMIC ASSISTANCE

### I. TESTING

Accommodative testing allows students to take exams with approved accommodations implemented, which may be in an alternative environment, with an alternative format, the use of assistive technology and/or extended time. Accommodative testing does not alter the content of the exam. Students with disabilities are held to the same standards as students without disabilities.

Students using accommodative testing at SAO are expected to uphold the integrity of the exam. Should the University Code of Conduct be breached, it will be reported through the standard University channels. Cheating and all other forms of academic dishonesty will not be tolerated.

#### **Accommodated Testing – Student Responsibility:**

- Complete mandatory SAO Online Orientation to learn accommodation process and sign all required agreements.
- Students must provide their instructor with a copy of their Letter of Accommodation (LOA) at the beginning of each semester to receive academic accommodations.
- Submit Request to Proctor Form to SAO seven (7) days in advance (or two weeks in advance for Final Exams), and SAO will coordinate with professors to implement accommodated exams for each individual exam/quiz
- SAO will modify the exam time according to the student's class schedule to accommodate the student with their extended time
- SAO will email the professor and student with any time changes. It is the student's responsibility to check their email for any exam changes.

- Students are not required to use their accommodations for all courses or exams.
- During SAO proctored exams, if the student has test related questions, ask the proctor, and they will then contact the instructor to connect the student directly with them.
- Students must take examination according to approved testing accommodations and faculty instruction.
- If a student is more than 30 minutes late for an exam, in accordance with University policy and to maintain academic integrity, the student will not be admitted to the Testing Space.
- If the instructor reschedules the exam, student must notify SAO to reschedule their exam. SAO will confirm any changes with the instructor.
- If a student is sick or unable to take the exam at the scheduled time, SAO requires the student to notify SAO to cancel the testing reservation and contact their professor directly for guidance. SAO will provide student with instructions to schedule a make-up exam as needed.

#### **Accommodated Testing – Faculty Responsibility:**

- Faculty should implement approved accommodations for students when feasible. Should the instructor be unable to provide the exam accommodations, students are required to follow the Student Access Office (SAO) exam request processes.
- To provide advance information and exam to SAO upon request. Information must include a confirmation of exam date/time, duration of time the class is given for each exam/quiz, if and what time lecture is resume, instructions for the exams (testing aides: Open Text Book, Calculator, Class Notes, Dictionary, etc.), and a copy of exam.
- Provide timely responses to all email correspondence from SAO. Reminder emails are sent until all information and exam materials are received by SAO. SAO may contact faculty departments by phone as well as alternate contact lines provided, in order to receive the information required to effectively coordinate each exam.
- As a policy supported by the Office of the Provost, in order to effectively coordinate all accommodated exams SAO requires exams/information be received one business day in advance for semester exams, and three business

day's advance for final exams.

- Missing exams and information will result in faculty providing accommodated exam for students.
- In order to ensure equal access as opposed to creating an unfair advantage, instructors have the discretion to allow a make-up exam based on extenuating circumstances and/or other academic policies outlined in the course syllabus. Please note that extenuating circumstances do not include SAO exam requests to proctor deadlines.

**Note:** Please be advised that all students are required to sign a Testing Agreement prior to the utilization of their testing accommodations. Below is what their agreement states:

## Testing Accommodations Agreement

*I understand that as a student requesting to utilize testing accommodations through Student Access Office at Adelphi my responsibilities for each examination are:*

- To request the use of approved accommodations for each exam/quiz no later than seven (7) days prior to the exam date
  - Exams proctored by SAO – I must submit a Request to Proctor Form electronically to SAO through my Accommodate account located on eCampus or through the SAO alternate Request to Proctor Form found on the SAO website
  - Exams proctored by professor – I must email the professor my accommodation request with SAO copied
- To schedule all exams for the same day/time as the class. SAO will make changes to a date/time only for the following reasons:
  - To prevent a students extended time accommodation from interfering with any class lecture before or after the exam
  - To prevent students exam time from conflicting with SAO's Testing Center hours of operation

**\*Students are notified of changes to exam date/times through their student email account**



- To notify SAO of any changes to the scheduled exam; SAO will confirm any changes with the instructor
- To arrive at the scheduled exam time. All lateness will result in a deduction from my extended time. If lateness exceeds a reasonable time of 30 minutes or more, the exam cannot be administered by SAO. Permission to schedule a make-up exam is at the sole discretion of the instructor
- To notify SAO if I will be unable to take the scheduled exam. Permission to schedule a make-up exam is at the sole discretion of the instructor
- To uphold Adelphi University's Academic Integrity Policy and Student Code of Conduct. **Cheating or any other form of academic dishonesty is prohibited.** If a student does not adhere to the Academic Integrity Policy, or Student Code of Conduct while taking an examination with SAO, the exam will be stopped and the incident will be reported through the University's Academic Integrity Violation Reporting process
- To not use, or have in my possession, cell-phones, iPads, or any other electronic device during the exam; I may not leave the testing area once the exam has been administered; talking and socializing during the exam is prohibited; no food or beverages will be permitted in the testing area. Once the exam has been administered, requests to use the facilities will not be permitted; please use the facilities prior to entering the Testing Center. My presence may not be of distraction to others in the testing room, including personal behaviors and strong scents.

## II. NOTE-TAKING ASSISTANCE FOR LECTURE-BASED COURSES

SAO engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature and functional limitations of a student's documented disability, the student may be eligible for note-taking assistance for lecture-based courses. Note-taking assistance is an accommodation that provides access to lecture-based courses only and in the absence of faculty-provided notes and/or PowerPoint course content slides. Seminar, interactive/group discussion and "hands-on" courses do not require note-taking assistance.

The Student Access Office meets the requirements of note-taking assistance through the implementation of Glean, an Audio Note-Taking technology.

All students who have been approved for note-taking assistance, contact SAO at

[sao@adelphi.edu](mailto:sao@adelphi.edu) to coordinate an assistive technology training on Glean.

More about Glean Note Taking Assistance software/app:

- Unique note-taking assistance tool that allows interactive audio note-taking functionalities and features.
- Provides note-taking assistance that is compatible with Zoom and other video conference platforms.
- Imports PowerPoint slides, PDFs, images and/or screen captures into your notes.
- Advanced audio cleanup capabilities (e.g., remove hisses, clicks), ability to adjust audio playback speed, voice pitch.

**Note:** Please be advised that all students are required to provide the instructor with a signed Audio Recording Agreement for all lecture-based courses in which they will be using an audio recording device. Below are the contents of that agreement:

## Audio Recording Agreement

### ***Student Waiver:***

I, (Students Name), do hereby agree to waive any rights to ownership of audio recordings for the semester.

I, (Students Name), do hereby agree to erase any audio recordings or turnover any audio recordings to the instructor upon completion of the course.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Pledge Note:***

I, (Student's Name), do hereby pledge that all audio recordings will be used solely for the purpose of access to course content to assist with exams, homework, papers, and class assignments, and will not be used for any other means or shared with others.

Audio recording for class lecture only and does not include interactive classes and/or group discussions.

Concerns or objections expressed by instructors and/or classmates to audio recording class lectures are not a factor to be considered by the Student Access Office when determining whether a student is in need of such an accommodation.

During open class discussions, particularly when personal and/or confidential information is shared, I must turn off the audio recording device.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

### **III. REQUIRED TEXTBOOKS IN ALTERNATIVE FORMAT**

If you require your textbooks in an alternative format, please follow these procedures:

- Fill out the Alternative Text Request Form at least 4 weeks prior to each semester to request specific book titles be provided in an alternative format. Once approved for the accommodation, the submission form for Alternative Text will be available in your Online Orientation.
- Upon completion, alternative text accounts like Bookshare and Learning Ally will be sent to your student email address.
- Text-to-Speech software, Kurzweil 3000 account will also be created and provided to your student email. This will allow textbooks to be read back to you.

#### **Important information:**

- Late requests may cause a delay in receiving alternative text.
- If the text is not provided elsewhere in an alternative format, contact the Student Access Office. Depending on the publisher, proof of purchase may need to be presented.
- For additional alternative text resources, see our [webpage](#) for additional options.
- Do not share or distribute alternative text, as it is for academic purposes related to the course only.

### **IV. ACADEMIC MATERIALS IN ENLARGED PRINT FORMAT**

- Students must notify SAO of the need for academic materials in enlarged print format. This may include, but is not limited to, course handouts and faculty exams.

- Students who require enlarged print format must submit a written or verbal request to SAO each semester. Upon receipt of the student's request, SAO will work with faculty and the student to provide the enlarged print format.
- Students must allow a reasonable time frame for SAO to complete the process for enlarging class materials and handouts.

## **V. AMERICAN SIGN LANGUAGE (ASL) INTERPRETERS**

Sign language interpreting services are arranged for students who are deaf or hard of hearing. Students must adhere to the following protocols in order to receive interpreting services within the classroom:

- Notify SAO at least four weeks prior to the start of each semester of interpreting needs. Late notification may result in a delay in services.
- When unable to attend class due to illness or other reasons, notify SAO two full business days in advance. At least two full business days' advance notice is required to cancel interpreting services without a penalty. Students who develop a pattern of missing classes without notifying SAO may be held responsible for interpreting costs.
- Students must notify SAO of class scheduling changes, including room location changes, course selection changes or class time changes.

## **VI. ASSISTIVE LISTENING DEVICES**

- Contact SAO at [sao@adelphi.edu](mailto:sao@adelphi.edu) to coordinate a meeting with the designated Student Access Office staff person to determine appropriate ALD options if applicable.
- The Adelphi University Performing Arts Center (Adelphi PAC) has a separate listening system available to patrons. Information about this system can be obtained by calling 516.877.4930.
- The Adelphi PAC's Olmsted Theatre is equipped with a T-Coil Hearing Loop System.
- T-Coil Hearing Loop System is available at Adelphi's Garden City campus. More information can be found at [adelphi.edu/news/assisting-those-with-hearing-loss](http://adelphi.edu/news/assisting-those-with-hearing-loss).

- T-Coil Hearing Loop System available in Post Hall, Room 107, Nexus Building, Rooms 154, 159, 239, 242, 275, Swirbul Library, Room 201 (Hay Lab); Hagedorn Hall, Room 209

## **VII. ADAPTIVE LAB EQUIPMENT**

Adaptive equipment for lab or art classes can be arranged for students through SAO. Requests should be made at least four weeks prior to the first day of class. Late notification will result in a delay in the acquisition of adaptive equipment. Adaptive lab equipment are provided based on programmatic and individualized need.

## **VIII. TRANSCRIPTION/CART SERVICES**

If you are requesting transcription/CART services, please adhere to the following protocols in order to receive this service:

- Notify SAO at least four weeks prior to the start of each semester of transcription/ CART services needs. Late notification may result in a delay in services.
- Transcription/CART services for events, tours, Orientation, registration, etc., require at least two weeks' notice. Late notification may result in a delay in services.
- When you are unable to attend class due to illness or other reasons, notify SAO two full business days in advance. At least two full business days' advance notice is required to cancel transcription services without a penalty. Students who develop a pattern of missing classes without notifying SAO may be held responsible for transcription costs.
- Students must notify SAO of class scheduling changes, including room location changes, course selection changes or class time changes.

## **IX. Policies and Procedures**

For access to specific accommodation policies and procedures please visit the Policies and Procedures tab on the Student Access Office website.

- [SAO Policies and Procedures](#)

## MEETING STUDENT ACCESSIBILITY NEEDS ON CAMPUS

### I. PARKING

Accessible parking permits are available through the Department of Public Safety and Transportation. Individuals must currently hold a state or country accessible parking pass to qualify. (Levermore Hall, Suite 113).

### II. CLASSROOMS

SAO arranges for classroom relocation for students with disabilities in order to remove barriers, such as buildings without elevators. Students must:

- Notify SAO upon registration, but not less than four (4) weeks prior to the start of each semester, of their classroom accessibility needs.
- Students must complete the Petition for Reasonable Accommodations Assignment form and provide relevant documentation to support the need for the requested accessible classroom accommodations.
  - Provide information regarding their limitations with:
    - Desks
    - Seating
    - Stairs and/or elevators
    - Specific buildings on campus

### III. HOUSING

Students who require modifications to their rooms on campus or need housing accommodations based on a disability, should contact SAO as soon as possible. Students must complete the Petition for Reasonable Housing Accommodation Assignment form and provide relevant documentation to support the need for the requested accessible housing accommodations.

## IV. ATTENDING CAMPUS EVENTS

The Americans with Disabilities Act (ADA) and Adelphi University require that all events be accessible. To request a reasonable accommodation, please contact the event host identified on the event webpage; please allow for a reasonable time frame. The event host, when necessary, will collaborate with the Student Access Office. For more information, please visit the Event Accessibility Tab on the Student Access Office website.

- [Event Accessibility Guide](#)

## V. ASSISTIVE TECHNOLOGY

Access to computer software, hardware and other assistive devices is essential for education for students with disabilities. College students routinely depend on technology to complete assignments, conduct research and take part in online activities. Adelphi University is deeply committed to providing opportunities for college students who have disabilities to meet the academic demands of college through access to appropriate technology tools. State-of-the-art assistive technology solutions are available at the Adelphi Swirbul Library and the SAO. These include, but are not limited to; Glean Note-taking Assistance, Kurzweil text-to-speech software, Zoomtext screen magnifier, NVDA screen reader, Google voice to text, Dragon Naturally Speaking speech-to-text software, and much more can be made available on a case-by-case basis. Adelphi offers a wide variety of solutions designed to assist students with learning, sensory, neurodevelopmental or physical disabilities in achieving their academic goals and independence.

## VI. DIETARY MODIFICATIONS

Students who request dietary modifications due to a disability must complete a Petition for Reasonable Housing Accommodation Assignment form and submit supporting documentation. The director of SAO will then review the petition and supporting documentation. During the petition review process, the director may consult with the director of Health Services, depending on the nature of the disability. Once the review process is complete, the student will receive notification as to whether or not the request has been approved.

All decisions regarding equal access are made in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Should the accommodation request be approved, the director will consult with the director of auxiliary services, Adelphi Dining and the student to consider an appropriate dietary modification.

## LINKS TO FEDERAL LAWS PERTAINING TO DISABILITY IN HIGHER EDUCATION

- [The Americans with Disabilities Act \(ADA\)](#)
- [Section 504, Rehabilitation Act of 1973](#)
- [Section 508 of the Rehabilitation Act](#)
- [Web Content Accessibility Guidelines \(WCAG\)](#)
- [The Fair Housing Act](#)



## FREQUENTLY ASKED QUESTIONS

1. How do I know if a student is approved for accommodations?

Students have been advised to self-identify their disability status and their affiliation with SAO by sharing a copy of their formal Letter of Accommodation (LOA).

2. What can I do to encourage them to approach me?

We recommend that you include the following statement in your course syllabus:

“If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the Student Access Office (SAO) at 516-877-3806 or send an email to [sao@adelphi.edu](mailto:sao@adelphi.edu). The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Please note that reasonable accommodations are also available for courses conducted through an online learning format. Please be advised that due to the nature of online courses, some accommodations approved for in-person classes may not apply. Please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services.”

3. What are accommodations?

Accommodations are reasonable adjustments or modifications to programs, facilities or curricula that ensure equal access. Some examples of reasonable accommodations are extended time testing, assistive technology, classroom relocation and note takers.

4. What happens if a student has a disability and doesn't work with SAO?

Students with disabilities are not required to register with SAO or to utilize any accommodations. If a student discloses a disability or requests

accommodations, it is the faculty member's obligation to refer that student to SAO.

5. Who is permitted to know about a student's disability status or accommodation needs?

Student disability information is protected by the Family Education Rights Protection Act (FERPA) and must be held in the strictest confidence. Any public disclosure of a student's disability is a violation of this law.

6. What if I don't agree with an accommodation?

In accordance with the Office of Civil Rights (OCR) SAO is the sole designated entity to review and determine student disability accommodations on campus. The determination of if and how an approved accommodation is implemented in class is done by SAO professionals. Accommodations are determined through a critical assessment of disability documentation in accordance with the ADA and Section 504 of the Rehabilitation Act. However, questions or concerns about accommodations may be addressed with the director.

7. How do I know if a student is going to take an exam with accommodations at SAO?

If you have determined that you are not able to accommodate the student in the classroom during the exam, it is the student's responsibility to complete the Request to Proctor Form a minimum of seven days prior to the exam. SAO will then send a formal email confirmation to the professor, requesting required information and a copy of the exam.

8. When must I provide SAO with a copy of the exam?

SAO requires a copy of all exam material and information no later than one business day in advance, and three business days in advance for University final exams.

9. Where is the exam administered?

Accommodated exams administered by SAO are given at the SAO Testing Center, University Center room 323, unless another location is designated in advance.

10. Are students able to take exams with the Learning Resource Program or the Bridges to Adelphi Program?

All accommodated exams must only be administered by the course professor or SAO; no other department is able to administer accommodated exams on faculty's behalf.

11. Who provides accommodations if my class meets in the evening or on weekends?

SAO will coordinate with the instructor arrangements for accommodations for these students on an individual basis.

12. What should I do if I decide to change the location of my classroom?

All requests for classroom changes are handled by the Office of the Registrar.

13. What if I would like to know more about SAO?

Feel free to contact SAO for additional information. SAO is also a resource for faculty members on disability issues.