

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**

**Student Guide**

**2024-2025**

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## **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.

## Hours of Operation\*

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

\*Academic year

## Contact Information

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**Email:** [sao@adelphi.edu](mailto:sao@adelphi.edu)

**Phone:** (516)-877-3806

**Fax:** (516)-877-3138

## Administrators

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### Director

*Rosemary Garabedian*

### Associate Director

*Walter Mayer*

### Accommodations and Services Coordinator

*Grace Hu*

### Assistive Technology/Section 508 Compliance Specialist

*Alessandro Fiorella*

### Administrative Assistant

*Christine Lloyd*

## 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

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.**

### Defining Reasonable Accommodations

Reasonable accommodations are adjustments to programs, policy and practice that make aspects of the University experience accessible and provide equal opportunities to Adelphi students with disabilities. An equal opportunity means a chance 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 (e.g., American Sign Language, Note taking Assistance (Glean), Text to Speech (Kurzweil)).

To determine reasonable accommodations, 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. Reasonable accommodations are determined by examining:

- Environmental barriers limiting curricular, facility or programmatic access;
- Whether or not the student has access to the course, program, service, activity or facility without an accommodation;
- The range of possible accommodations that might remove the barriers;
- Whether or not essential elements of the course, program, service, activity or facility are compromised by the accommodations.

## GENERAL 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](#)

## 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.

## ACCOMMODATIONS FOR ACADEMIC ASSISTANCE

### I. TESTING

Accommodative testing allows students to take exams with approved accommodations implemented, which may be in an alternative environment other than the classroom, with 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.

**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 student's extended time accommodation from interfering with any class lecture before or after the exam
  - To prevent student's 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.

**\*Unless an ADA accommodation is approved based on a disability**

## 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.

### 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/ART TOOLS

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 within a reasonable time-frame prior to the start of each semester of transcription/ CART needs. Late notification may result in a delay in services.
- Notify SAO within a reasonable time-frame prior to the event of transcription/CART needs. This may include campus tours, first year orientation, registration, student advisement meetings, etc. Late notification may result in a delay in services.
- When you are unable to attend class due to illness or other reasons, notify SAO as soon as possible. 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.

## **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 special housing arrangements should contact SAO as soon as possible. Students must complete the Petition for Reasonable Housing Accommodations Assignment form and provide documentation to support the need for the requested accessible housing accommodations.

All requests will be reviewed in accordance with Section 504 and the Fair Housing Act; reasonable housing assignments will be assigned through the Office of Residential Life and Housing (RLH).

For students approved by the SAO for reasonable accommodations in housing assignments, their assignments will be determined by Residential Life and Housing on a case-by-case basis and they will not incur additional expenses to obtain the approved accommodation, unless the student elects to seek a different housing tier than the one assigned by RLH. If the student elects to seek a different housing tier than the one assigned by RLH, the student will be placed in the regular housing selection process and will be responsible for paying any additional charges associated with that housing tier, in accordance with the published schedule of room rates.

### 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.

## 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.

## VII. CONFIDENTIALITY

SAO is responsible for maintaining confidentiality of student records and may not release any part of the documentation without the student's informed and written consent.

A professor does not have the right to ask a student about the nature of their disability. A student may disclose the nature of their disability if they wish to do so. Copies of disability documentation can be provided only with a written release signed and dated by the student.

However, it must be noted that under the [Family Educational Rights Protection Act \(FERPA\)](#), certain administrators in the Division of Student Affairs (e.g., the dean, etc.) are permitted access to this information in cases when appeals are made. Disability-related documentation and information is managed very carefully. SAO will not disclose a student's disability status, or any information about a student's disability, without his or her express, written consent.

## ADA/SECTION 504 APPEAL PROCESS FOR STUDENTS WITH DISABILITIES

Adelphi University has adopted an internal appeals/grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual ... shall, solely by reason of his or her handicap, 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...." The contact person pursuant to ADA/Section 504 is **Allison Vernace, Chief of Community Concern and Resolution and Title IX Coordinator, Levermore Hall Room 106; (516)-833-6808.**

Allison Vernace has been designated to coordinate ADA/Section 504 compliance efforts involving students, appeals should be addressed to:

Chief of Community Concern and Resolution and Title IX

Coordinator  
Adelphi University  
Garden City, NY 11530  
(516)-833-6808  
avernace@adelphi.edu

1. An appeal should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. Students must initiate the appeal by contacting the Title IX Coordinator within 14 days of receipt of their determination letter.
3. An investigation, as may be appropriate, will follow a filing of the complaint. The Title IX Coordinator will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the appeal. Reasonable accommodations (if any) recommended by the Student Access Office will continue while an appeal is under investigation and is pending.
4. The Title IX Coordinator will maintain the files and records of Adelphi University relating to the appeal filed involving students.
5. The right of a person to a prompt and equitable resolution of the appeal filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA/Section 504 appeal with a responsible governmental department or agency. Using this appeal procedure is not a prerequisite to the pursuit of other remedies.
6. These rules will be construed to protect the substantive rights of interested persons, meet appropriate procedural standards and assure that Adelphi University complies with the ADA/Section 504 and their implementing regulations.

## REHABILITATION ACT OF 1973

### Section 504, Federal Register / Vol. 45, No. 92, pp. 30937-30944

**Section 504** is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. It provides that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied benefits of or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. "Persons with disabilities" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment.

### Admissions and Recruitment

Qualified persons with disabilities may not, on the basis of disability, be denied admission or be subjected to discrimination in admission or recruitment. Institutions may not make pre-admission inquiry as to whether an applicant for admission is a person with a disability. After admission, the university may make inquiries on a confidential basis as to disabilities that may require accommodation.

### Academic Adjustments

Universities shall make such modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student with a disability. Academic requirements that the recipient cannot demonstrate to be essential to the program of instruction being pursued by said student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section.

Modifications may include changes in the length of time permitted for the completion of degree requirements and adaptation of the manner in which specific courses are conducted. Universities shall take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in or otherwise subjected to discrimination under the education program or activity

operated by the school because of the absence of educational auxiliary aids for students with impaired sensory, manual or speaking skills.

**Section 504** is too lengthy a document to include in this publication. If you wish to obtain a complete copy of the legislation, please contact SAO.

## AMERICANS WITH DISABILITIES ACT (ADA)

### What Is the ADA?

The Americans with Disabilities Act was signed into law on July 26, 1990. This act protects millions of Americans with disabling conditions from discriminatory practices in public accommodations

(Including colleges and universities), employment, transportation and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973.

The ADA protects every person who either has, used to have or is treated as having a physical or mental disability which substantially limits one or more major life activities. Individuals who have serious contagious and noncontagious diseases such as HIV/AIDS, cancer, epilepsy or tuberculosis also are covered under the auspices of the ADA.

### Employment

University institutions, as employers of students, faculty and staff, and recipients of federal funding, may not discriminate against qualified individuals with disabling conditions and must reasonably accommodate the disabilities of qualified applicants or employees unless undue hardship would result.

### Public Services

Universities may not discriminate against qualified individuals with disabling conditions by excluding them from participating in or denying them the benefits of the services, programs or activities of the university.

## Public Accommodations

Public facilities of universities, including student unions, museums, athletic arenas, auditoriums, libraries, recreational facilities, etc., must be accessible to individuals with disabling conditions.