Rights & Responsibilities

Every eligible student has a RIGHT to:

- 1. Services free of judgment.
- 2. Complete confidentiality regarding his/ her disability and related information.
- 3. An appointment with Disability Services in a timely manner.
- 4. Receive "reasonable accommodations" without altering the program/course standards.
- 5. Fully disclose information regarding his/her disability.
- The most current information and services that the university can "reasonably" provide.

Every student is responsible for:

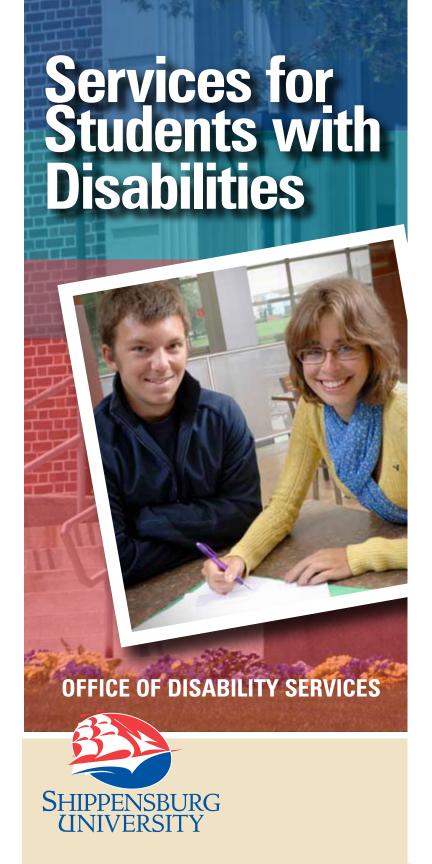
- Providing current and accurate diagnostic documentation from a qualified professional.
- 2. Requesting accommodations through Disability Services in a timely manner.
- 3. Following recommendations and established procedures for academic support.
- 4. Understanding the impact of his/her disability on academic performance and what accommodations are appropriate.
- 5. Becoming an independent self-advocate.



120 Horton Hall Shippensburg University 1871 Old Main Drive Shippensburg, PA 17257-2299 717-477-1364 or 717-477-1329

www.ship.edu/ods

Shippensburg University is an equal opportunity educational institution. Direct requests for disability accommodations and other inquiries to the Office of Disability Services, Horton Hall 120, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257-2299, 717- 477-1329, ods@ship.edu.



Shippensburg University is committed to serving all students, including those with disabilities, to ensure equal access to academic programs and activities within the campus community. The Office of Disability Services is a departmental entity within the School of Academic Programs and Services at Shippensburg University of Pennsylvania. Located in 120 Horton Hall, the office director and assistant director determine eligibility for services and provide accommodations to otherwise qualified individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and ADA Amendments of 2008. Together with the State System of Higher Education and Shippensburg University's Equity Plans, the Office of Disability Services works in conjunction with the Human Resources Office to coordinate and provide services to faculty and staff with documented disabilities.

Delta Alpha Pi

In 2006, Shippensburg University became the Gamma Chapter of Delta Alpha Pi, an international honor society for students with disabilities. With stringent academic requirements for membership, the Gamma Chapter has inducted close to sixty students over four years. For additional information, please contact the Office of Disability Services at (717) 477-1364 or visit http://deltaalphapihonorsociety.org

Mission Statement

The Office of Disability Services is committed to helping all students with documented disabilities reach their academic potential. The office respects and appreciates the diversity of our students and embraces the changing needs of the university within an evolving global community. Being student-centered in nature, ODS strives to convey a positive vision for academic success to our students with an ultimate goal of building confident and independent life-long learners.

Self-Advocacy

Students with disabilities must be prepared to advocate for themselves in an environment of higher education. All are encouraged to know and understand their rights and responsibilities and to take an active role in learning and educational opportunities. Students must be aware of their need for accommodations and must be able to convey those needs to classroom professors and other pertinent individuals. They must understand the implications of their disabilities, including the impact on academic performance and be willing to request appropriate accommodations as outlined by Section 504 of the Rehabilitation Act, the ADA of 1990, and the ADA Amendments of 2008.

What lies behind us and what lies before us are tiny matters compared to what lies within us.

Documentation for Eligibility

The Office of Disability Services offers comprehensive support services to students who have a "qualified" disability, that which has been diagnosed and documented by a "qualified" professional. A qualified professional may include a certified psychologist, medical doctor, psychiatrist, or other credentialed medical personnel, depending on the type of disability. The following steps are necessary for determining eligibility for Disability Services at Shippensburg University:

- 1. Registration with the Office of Disability Services, 120 Horton Hall.
- 2. Present diagnostic documentation of the disability as determined by a qualified professional.
- 3. Provide updated documentation if that presented is more than three years old.

Documents that are NOT acceptable include medication and dosage on a prescription pad, an Individualized Education Plan (IEP), outdated diagnostic information, documentation from an "unqualified professional".

Accommodations

A student may be eligible for accommodations through the Office of Disability Services at Shippensburg University if the accommodation is "reasonable" based on the functional limitations imposed on the student by the disability. The student must be able to perform the essential objectives of the program/course "with or without reasonable accommodations". An accommodation is established to "level the playing field" and cannot lower the standards or change the objectives of the program/course. Planning is a critical step in solidifying accommodations at the university level and requests must be made in a timely manner. Students are strongly encouraged to contact the ODS and schedule an initial appointment at least three to four weeks PRIOR to the start of the semester.

Accommodations are made on a case-by-case basis and are dependent on the functional limitations of the disability on the individual student. Examples of accommodations include:

- Extended time for tests
- Readers, scribes, use of laptops for tests
- Use of speech software
- Alternate testing sites
- Note-taking assistance
- Enlarged Print
- Classroom accessibility
- Priority scheduling
- Notification of faculty

Tutoring and Technology

The Learning Center, located on the first floor of the Lehman Library, is home to a variety of no-cost programs and services which support the academic efforts of all students, including those with disabilities. Peer tutoring, writing enrichment, on-line and group workshops, and meetings with a Learning Specialist by appointment are some of the unique offerings available to undergraduate and graduate students of the university. A selection of adaptive equipment is available to students who are eligible for this service through the Office of Disability Services. The ODS Tech Lab is located in Room 136 of Lehman Library.

Accessibility

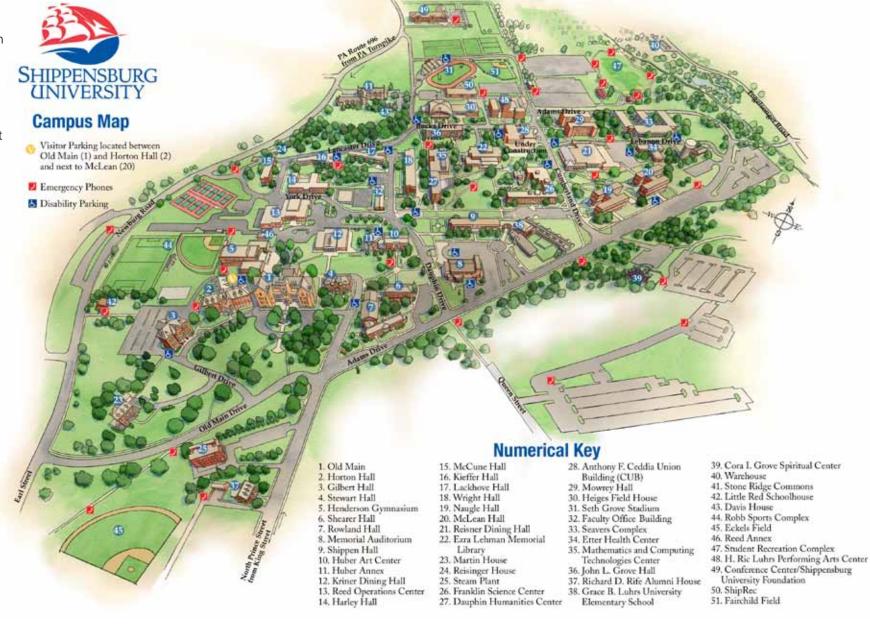
Over 90 percent of the buildings on campus are accessible. The buildings that are partially accessible are Rowland Hall, Lackhove Hall, Kieffer Hall, Seavers Apartments, Henderson Gymnasium, Memorial Auditorium, Harley Hall, and Wright Hall. These buildings have access only to the first and / or basement levels.

Campus Emergencies

In the event of a fire, fire drill, or any other situation necessitating the evacuation of the residence hall(s), University Police and residence hall staff will have the major responsibility for the safe evacuation of students with physical disabilities. Police and residence hall staff will know the locations of all students with disabilities needing evacuation.

Students having a hearing impairment may request residency in a room equipped with a strobe by contacting the Office of Disability Services.

In the event of evacuation within campus academic buildings, the responsibility for safely removing all students lies with the faculty member in charge of the classroom at the time. Students studying in uninhabited classrooms, or other areas, are responsible for informing the building manager, a nearby faculty member, and/or the University Police, so that someone can assist in case of fire.



The race goes not always to the swift ... but to those who keep on running.

Important Phone Numbers

Admissions	1231	Hotline	1200
Campus Emergency	1911	Learning Center	1420
Counseling Center	1481	Multicultural Student Affairs	1616
Escort Service	3716	Office of Disability Services	1364
Etter Health Center	1458	Student Accounts	1211
Financial Aid	1131	University Police	1444