



## Welcome to East Stroudsburg University and the Office of Accessible Services Individualized for Students (OASIS)

You will be joining more than 400 students at East Stroudsburg University who have documented disabilities, medical concerns, or learning challenges. What everyone has in common is being granted at least one accommodation, whether related to academics or programming.

In order to help you begin your registration with OASIS and the accommodation process, this packet contains:

1. Transition Fact Sheet & FAQ's (pages 3 – 5): Explains how the accommodation process may differ from high school and other colleges or universities. This information is geared toward incoming freshman, transfer students, graduate students and parents.
2. Student Rights & Responsibilities (page 6): Outlines the rights of the student who has identified as having a disability as well as the responsibilities of the student in accessing those rights.
3. Application process & Documentation Guidelines (pages 7 & 8): Explains the steps required to apply for accommodations and the type of information needed in order for an informed decision to be made about the granting of accommodations.
4. The Accommodations Request Form (yellow form): This is an opportunity for you to tell us about yourself and how your disability/condition impacts your learning process/environment so we can be of help to you. Fill out, sign and return to OASIS with accompanying documentation.

Please contact OASIS if you have any questions regarding the accommodation process. We are looking forward to working with you!

Office of Accessible Services Individualized for Students  
East Stroudsburg University  
200 Prospect Street, Hoeffner Science & Technology Center, Room 341  
East Stroudsburg, PA 18301  
Phone: 570-422-3954 • Fax: 570-422-3268  
Email [OASIS@esu.edu](mailto:OASIS@esu.edu)

## *Our Mission*

East Stroudsburg University of Pennsylvania and its Office of Accessible Services Individualized for Students is committed to providing equal educational access to otherwise qualified students with disabilities and recognizes the responsibility of the university community to provide such access and full participation in any university program or activity.

## *Our Task*

The Office of Accessible Services Individualized for Students is responsible for the administration of East Stroudsburg University's commitment to equal access and full participation for all students who have documented disabilities or medical conditions, in academic areas and other programs sponsored by the University.

This includes providing appropriate accommodations pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (1990) and the ADA Amendments Act of 2008 (ADAAA).

## *Notice of Non-Discrimination*

East Stroudsburg University of Pennsylvania does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran's status in its programs and activities in accordance with applicable federal and state laws and regulations.

The following person has been designated to handle inquiries regarding this policy:

Director of Diversity/Ombudsperson,  
200 Prospect Street, 115 Reibman Building,  
East Stroudsburg, PA 18301  
570-422-3656

## *Transitioning to East Stroudsburg University*

*Welcome to ESU! This is your guide to how accommodations for disability/medical conditions at ESU may be different than what you may have experienced at previous schools.*

### **What are the differences between secondary and postsecondary disability laws?**

Question	Secondary	Postsecondary
What is the intent of the law?	<p>IDEA: To provide a free, appropriate public education in the least restrictive environment to students with disabilities</p> <p>504: To ensure that no otherwise qualified person with a disability is denied access to, benefits of, or is subjected to discrimination in any program or activity provided by any public institution or entity.</p>	To ensure that no otherwise qualified person with a disability will be denied access to, benefits of, or is subjected to discrimination in any program or activity provided by any public institution or entity.
Who is covered under the law?	All infants, children, and youth requiring special education services until age 21 or graduation from high school.	All qualified individuals with disabilities who meet the entry level criteria of the university and who can document the existence of the disability as defined by the ADA.
Who is responsible for identifying and documenting the need?	School districts are responsible for identification, evaluation, and planning educational services at no expense to the parent or individual.	Students are responsible for self-identification and for obtaining disability documentation from a professional who is qualified to assess their particular disability. The student, not the institution, assumes the cost of evaluation.
Who is responsible for initiating service delivery?	School districts are responsible for identifying students with disabilities and providing special instruction, individualized education plans, and/or accommodations.	Students are responsible for notifying the Office of Disabilities staff of their disability and of their need for accommodations. Accommodations, not special education, are provided on a semester by semester basis in order for students with disabilities to have equal access to the institution's programs, services, and activities.

(Modified from materials prepared by Kay McVey, PROJECT CONNECT, Henderson State University and the WNY Collegiate Consortium of Disability Advocates website: <http://www.ccdanet.org/>)

## How does this apply to me?

### Parents

- Your student may receive accommodations/services that are different than indicated by their Individualized Education Plan (IEP).
- Documentation of a disability is not the same thing as an IEP. While an IEP may help us determine services, it may not be a sufficient form of documentation.
- Help your student to advocate for him/herself. Students have more responsibilities when it comes to receiving services at the postsecondary level.

### First Year Student

- You may receive different accommodations than you received in high school.
- You should share with OASIS the services you did receive in high school and how they helped you. We can best meet your needs when we know what they are.
- You have more responsibility as a college student than you did as a high school student when it comes to your disability/medical situation. Read and get to know your student rights and responsibilities as outlined on page 6 of this packet.

### Transfer Student

- The accommodations you receive at ESU may be different from your previous institution.
- You should share with OASIS the services you did receive at your previous institution and how they helped you. We can best meet your needs when we know what they are.
- ESU policies may be different from those of your previous institution. Read and get to know your student rights and responsibilities as outlined on page 6 of this packet.

### Graduate Student

- The accommodations you receive at ESU may be different from your previous institution.
- You should share with OASIS the services you did receive at your previous institution and how they helped you. We can best meet your needs when we know what they are.
- ESU policies may be different from those of your previous institution. Read and get to know your student rights and responsibilities as outlined on page 6 of this packet.

## Frequently Asked Questions

***Q: How does a student get accommodations for a disability?***

**A:** Students must self-disclose their disability or medical condition. Providing appropriate documentation will assist OASIS in determining the need for accommodations. If more information is needed then the student or medical professional may be asked clarifying questions.

***Q: Are instructors told about the students' diagnosis or problems?***

**A:** No. Only accommodations and suggestions on how they can be implemented in the classroom are disclosed to instructors. Students may choose to discuss the details of their challenges with instructors but they are not required to do so.

***Q: Do accommodations give an unfair advantage to students who have disabilities or set a precedent for giving similar accommodations/allowances to other students?***

**A:** No. Laws that regulate disability accommodations are clear in stating that these are meant to “level the playing field” for people who have disabilities/medical conditions that substantially limit their everyday functions; that includes learning. Instructors are not obligated to provide the same accommodations or modifications to other students, and OASIS may also accommodate students differently even if the diagnosis/condition are the same.

***Q: Do students pay a fee to receive accommodations?***

**A:** No. Students are never charged for any accommodations that are needed in the classroom, lab, or field trips required for class participation. The University, through OASIS, incurs the costs of accommodations.

***Q: Does ODS provide tutors or other personal assistance to students who have disabilities?***

**A:** No. Assistance, such as tutoring or personal care/equipment, are not considered accommodations and are the responsibility of the student. The Department of Academic Enrichment and Learning offers FREE tutoring for over 140 courses at ESU. This service is available to all students enrolled at ESU.

***Q: What are the accommodations that might be seen in the classroom?***

**A:** Even though accommodations are decided on an individualized, case-by-case basis, there are some typical accommodations that many students who have disabilities use – extended time testing, note takers, early registration, classroom changes if there are accessibility or mobility issues. Other, more individualized accommodations may be necessary, but these are often implemented with close collaboration with the instructors and student.

## Student Rights and Responsibilities

### *Students with identified disabilities have the right to:*

- Full and equal participation in and access to the courses, programs, services and activities of ESU;
- Reasonable accommodations, academic adjustments and/or auxiliary aids and services;
- Privacy and confidentiality of information regarding disability;
- Reasonably available information in accessible formats.

### *Students with disabilities are responsible to:*

- Meet institutional qualifications and maintain essential institutional standards for courses, programs, services, and activities;
- Identify oneself in a timely manner as an individual with a disability when an accommodation is needed and seek information, counsel and assistance as necessary, preferably prior to classes;
- Provide documentation from an appropriate licensed professional source (See page 8 for Documentation Guidelines):
  - Documentation should include a description of the nature of the disability and how it limits the student's participation in courses, programs, services, jobs, activities and facilities when accommodations are sought;
  - Documentation should also include recommendations of the nature of accommodations to provide equal access and opportunity to the student with a disability;
- Follow published university procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.

## Applying for Accommodations

Incoming freshmen and transfer students may apply for accommodations once admitted to East Stroudsburg University. Current students may apply at any time. It is your responsibility as a student to identify yourself to OASIS and present proper documentation of your disability if you would like to receive accommodations.

### 1. Application

The Accommodations Request Form (yellow) is included in this packet. **If you need assistance completing the Accommodations Request Form, please feel free to contact OASIS. A completed application will not be processed until documentation is received.**

### 2. Documentation

Students seeking services from OASIS on the basis of a previously diagnosed disability/condition may be asked to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act.

**All documentation submitted is considered confidential.** OASIS will not return documentation. Please keep copies for your records.

### 3. Submission of materials

The application form and documentation can be submitted by one of the following methods:

- Drop off at Hoeffner Science & Technology Center, Rm 341
- Fax to 570-422-3268
- Mail to:  
Office of Accessible Services  
Individualized for Students  
East Stroudsburg University  
200 Prospect Street  
East Stroudsburg, PA 18301

### 4. The Review Process

The review process typically takes up to 2 weeks. In particularly busy times, such as the start of a new semester, this process may take longer. You will be notified once the application and documentation have been reviewed.

### 5. Intake Interview

Once a student is notified of his or her eligibility for an intake interview, an appointment is scheduled to meet a faculty member of OASIS. The meeting will be held during the first semester the student identifies as needing accommodations/access and attends classes. The disability service provider will review with the student his or her Accommodations Request form and documentation, gather any additional information necessary, and assess the student's program of study.

## Documentation Guidelines

The Office of Accessible Services Individualized for Students asks that individuals requesting services (accommodations and/or access) to complete the Accommodations Request Form. Please include a description of your disability, the disability's likely impact on your educational experiences and the successful use of accommodations.

Supporting documentation can include medical records, psycho-educational testing, school records that specify the impact the disability has on physical, perceptual, cognitive, and behavioral activities, and/or past records of accommodations and services.

Documentation is valuable in the process of providing accommodations and/or access to the educational environment. Current documentation can support the impact of the condition(s) over time in a variety of environments.

### Helpful Supporting Documentation Includes:

- **The credentials of the diagnosing professional(s).**  
Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. Please have typed on letterhead with signature and contact information.
- **A diagnostic statement identifying the disability.**  
Documentation should include a clear diagnostic statement. While diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Classification of Functioning, Disability, and Health (ICF) of the World Health Organization are helpful, a full clinical description may also convey the necessary information.
- **A description of the diagnostic criteria and/or diagnostic tests used.**  
Diagnostic methods used should be congruent with the disability and current professional practices within the field.
- **A description of the current functional impact of the disability.**  
Supporting documentation that includes detailed information on the impact of the disability on current level of functioning will assist in providing appropriate accommodations.
- **Accommodations, assistive devices and /or services currently in use or successful in the past.**