

*SOUTHERN CONNECTICUT STATE UNIVERSITY*  
**DISABILITY RESOURCE CENTER  
(DRC)**

**STUDENT MANUAL**  
**A Guide to Policies, Procedures and  
Resources**

*“In every respect, universally accessible institutions are welcoming in all they do. They communicate you are us...you are the reason we are here. In short, the real universally accessible institution, emotionally and intellectually, embraces every person.”*

-- Dr. Ron Herron, Vice President of  
Student and University Affairs

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## **INTRODUCTION**

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### **PURPOSE OF MANUAL**

This manual is provided for students with disabilities as a resource and guide addressing accessibility, accommodations and other disability-related services at Southern Connecticut State University. This publication clarifies for whom the services are intended and for which accommodation(s) and services a person with a disability may qualify.

The manual provides the basis for ensuring timely support and access to services. Students can view a copy of the updated manual on the web at: [www.southernct.edu/drc](http://www.southernct.edu/drc). This manual is available in alternate formats upon request.

### **COMMITMENT TO EQUAL OPPORTUNITY**

Southern Connecticut State University is committed to the full inclusion and equal educational opportunity for all persons with disabilities. The University adheres to the requirements of Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act. These laws require that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, or denied the benefits of this institution's classes, programs, services or facilities. The university has made and continues to make reasonable modifications in policies, practices, procedures and/or facilities to accommodate persons with disabilities who take courses at Southern and/or work or visit on campus.

By federal law, persons with disabilities are those who: 1) have a physical or mental impairment which *substantially limits* one or more major life activity, such as, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working; 2) have a record of such an impairment; or, 3) are regarded as having such an impairment.

**Note:** In order to respect the independence, rights and dignity of students with disabilities, the university initiates services only after a student makes a voluntary disclosure of a disability and after the DRC reviews documentation to determine eligibility for services.

## **RIGHTS AND RESPONSIBILITIES**

Students who come directly to our campus from high school where they were classified, either under the Individuals with Disabilities Education Act (IDEA) or Section 504, may have received program modifications, accommodations or access to auxiliary aids or services that may or may not be appropriate in a postsecondary setting. The following information will clarify the rights and responsibilities of both students with disabilities and the university.

### ***A student with a disability at SCSU has the right to:***

- Equal access to courses, programs, services, jobs, activities and facilities available through the university
- Equal opportunities to work, learn, and receive reasonable accommodations, academic adjustments and/or auxiliary aids and services
- Appropriate confidentiality of all information regarding his/her disability, except when disclosures are required or permitted by law
- Information available in alternate formats

### ***A student with a disability at SCSU has the responsibility to:***

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs and activities
- Identify to the DRC as an individual with a disability and provide documentation that meets the university's documentation guidelines when an accommodation, auxiliary aid or service is requested
- Seek information, counsel and assistance as necessary
- Follow published procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services

### ***Southern Connecticut State University has the right to:***

- Establish essential functions, skills, knowledge and standards for courses, programs, services, jobs and activities, and evaluate students on this basis

- Request and receive current documentation that supports requests for accommodations, academic adjustments and/or auxiliary aids and services
- Deny a request for accommodations, academic adjustments and/or auxiliary aids and services if, based on the assessment of the DRC, an individual fails to provide the required documentation, the documentation does not demonstrate the need for such accommodations and/or it imposes a fundamental alteration to a program or activity
- Choose among equally effective accommodations, adjustments and/or auxiliary aids and services

***Southern Connecticut State University has the responsibility to:***

- Evaluate current and prospective students without regard to their disability
- Provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services to students with documented disabilities
- Ensure that courses, programs, services, jobs, activities and facilities are available and usable in the most integrated settings when viewed in their entirety
- Maintain appropriate confidentiality of records and communication, except where disclosure is authorized by the student or required by law
- Provide, in a timely fashion, information in alternate formats when requested