

HANDBOOK FOR DISABILITY SERVICES

INTRODUCTION

Penn State Harrisburg welcomes academically-qualified students with disabilities and strives to make all of its educational programs, services, and activities accessible. Disability Services works in cooperation with faculty and staff to assure that its services are delivered equitably and efficiently to all students.

Students who qualify under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act are eligible for a variety of academic accommodations, depending upon the functional limitations imposed by the disability.

We look forward to working with you.

THE VOCATIONAL REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT, 1990

There are two major pieces of legislation that impact students with disabilities in the university setting. They are the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), 1990. Of direct importance is Section 504 of the Rehabilitation Act (Rehab Act) that states:

No otherwise qualified person with a disability in the United States . . . shall, solely on the basis of a disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.

With the passage of the ADA, this mandate from the Rehab Act was expanded to include any public or private institution. The Rehab Act requires an institution to make reasonable academic adjustments and accommodations to allow students with disabilities full participation in the same programs and activities available to students without disabilities. The ADA further reinforces these statutes. With relation to the university setting, a qualified person with a disability is one who meets the academic and technical standards required for admission or participation in the institution's educational programs or activities.

The following requirements of the laws are of major importance to students:

1. Institutions must ensure accessibility of programs and activities to students with disabilities. Architectural barriers must be removed when the program is not accessible by other means. Students with disabilities are entitled to equal access in the selection of courses and majors.
2. Tests must not discriminate against a person with a disability. Tests must be selected and administered to measure the student's aptitude or achievement level unless that is the skill the test is designed to measure.

3. Students with a disability must be provided with auxiliary aids and services in their academic activities. Auxiliary aids and services may include interpreters or other effective methods of making orally-delivered material available to students with hearing impairments, classroom equipment for use by students with mobility impairments, and other similar actions or services. Universities need not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
4. Reasonable modifications must be made when necessary in nonessential academic requirements to ensure full educational opportunity for students with disabilities. Such modifications include the extension of time for completing degree requirements, substitutions of courses in nonessential degree requirements, adaptation of the manner in which specific courses are conducted, permission to tape-record lectures, and the use of assistance animals on campus.

Academic requirements that can be demonstrated to be “essential to the program of instruction” being pursued or to any directly related licensing requirement will not be modified.

Definitions under the Rehab Act and the ADA

There are three prongs of the definition of disability under the ADA. The first prong defines a person with a disability as an individual with a physical or mental impairment that substantially limits one or more major life activities. Some examples of disabling conditions may include, but are not limited to:

ADHD	Cerebral Palsy	Mobility impairments
AIDS/HIV infection	Deafness	Multiple Sclerosis
Blindness	Diabetes	Psychological disabilities
Brain injury	Epilepsy	Speech impairments
Cancer	Learning disabilities	

Major life activities include, but are not limited to, self-care, manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The second prong of the definition of disability under the ADA is an individual who has a record of a substantially limiting condition. An example of this would be a former cancer patient protected from discrimination based on his/her prior medical history.

The third prong of the definition of disability under the ADA is an individual who is regarded as substantially limited. These would be individuals who have one of the following: (1) a physical or mental impairment that does not substantially limit major life activities but is treated by a covered entity as constituting such an impairment; (2) a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such an impairment; and (3) a substantially limiting impairment that does not meet the criteria for a specific diagnosis.

PENN STATE POLICY STATEMENT

The Pennsylvania State University encourages academically qualified students with disabilities to take advantage of its educational programs. It is the policy of the University not to

discriminate against persons with disabling conditions in its educational programs, services, and activities.

No qualified student with a disability may be excluded from participation or denied the benefits of any course or course of study on the basis of a disability.

Procedural adjustment involving modifications of course requirements for attaining a degree should not result in substantive difference in course requirements. Academic requirements that are demonstrated to be essential to the program of instruction being pursued will not be modified.

The University shall not impose upon students with disabilities rules that limit participation (such as prohibiting tape recorders in the classrooms or not allowing the use of guide dogs).

The University shall provide methods of course examination or other procedures for evaluating academic progress, rather than testing the impairment of students who have a disability that impairs sensory, manual, or speaking skills (except where such skills are factors to be measured).

No student with a disability will be discriminated against with regard to access to classes because of mobility impairment. The University shall take steps to ensure that no student who is disabled is unable to obtain an education because of a lack of auxiliary aids.

Students are encouraged to contact the Office of Disability Services, W-117 Olmsted Building, Penn State Harrisburg (717) 948-6025 for voice, (717) 948-6017 for TTY, when they need assistance or have questions about disability issues, including State and Federal nondiscrimination requirements.

REFERRAL AND DOCUMENTATION PROCEDURES

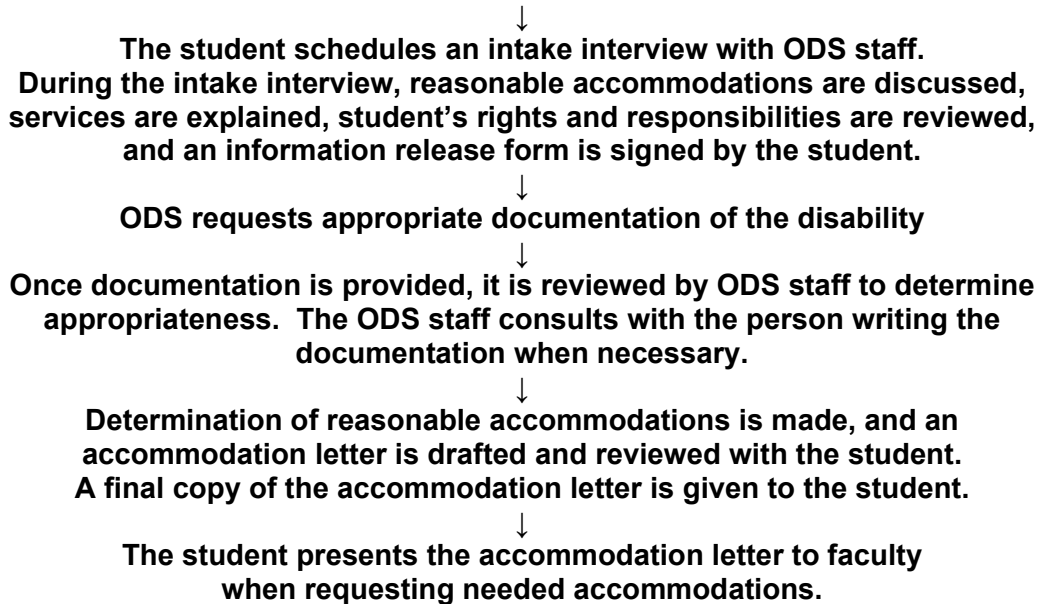
Penn State encourages academically qualified students with disabilities to take advantage of its educational programs. The University is responsible for ensuring that courses, programs, services, activities, and facilities are available and usable in the most integrated and appropriate settings.

Students with disabilities seeking accommodations must identify as an individual with a disability and document, from the appropriate professional, how the disability impacts their ability to function in an academic setting.

Upon receipt of documentation of a disability, it is the responsibility of the Office of Disability Services (ODS) to explore and facilitate reasonable accommodations, academic adjustments, and/or auxiliary aids and services for individuals with disabilities in courses, programs, services, activities, and facilities.

Students anticipating the need for accommodations, both before and after enrollment, are encouraged to contact ODS. The following are the referral and documentation procedures for obtaining academic accommodations:

**The student is referred (self, staff, faculty, parent, agency)
to ODS, located in W-117 Olmsted Building.**



STEPS FOR OBTAINING DOCUMENTATION AND SUBSEQUENT SERVICE:

1. Obtain documentation of your disability(ies) from an appropriate health care provider or professional (*see Documentation of Specific Disabilities*).
2. Documentation should include the following items:
 - type of disability
 - functional limitations based on the disability
 - suggested recommendations for reasonable accommodations
3. Documentation must be typed on official letterhead and signed by the health care provider.
4. Mail or deliver the documentation to the Office of Disability Services, W-117 Olmsted Building, 777 West Harrisburg Pike, Middletown, PA 17057; or fax to 717-948-6261.
5. Based on the accommodation, ODS staff, in consultation with your health care provider (when necessary) and you, will determine appropriate accommodations.

DOCUMENTATION OF SPECIFIC DISABILITIES

Documentation of Attention Deficit Hyperactivity Disorder (ADHD)

Documentation of ADHD should be in the form of a report prepared by an appropriate professional (psychiatrist, physician, or psychologist) within the last three years.

It should include the following:

- a clear statement of ADHD with the DSM-IV diagnosis
- a description of the symptoms which meet the criteria for the diagnosis
- a summary of the assessment procedures and evaluation instruments which were used to make the diagnosis
- information about current medication

- suggestions for reasonable accommodations supported by the diagnosis and the functional limitations of the individual

See <http://www.equity.psu.edu/ods/guidelines/adhdguideline.asp> and <http://www.equity.psu.edu/ods/forms/adhd.doc> for additional information and verification form.

Documentation of a Health-Related Disability

Documentation of a health-related disability should be a letter on official letterhead from a physician, typed and signed. It should include:

- functional limitations
- whether the condition is stable or progressive
- any side effects due to medication

Additionally, information should be provided regarding situations that may exacerbate the condition.

See <http://www.equity.psu.edu/ods/guidelines/physicalhealthguideline.asp> and <http://www.equity.psu.edu/ods/forms/health.doc> for additional information and verification form.

Documentation of a Hearing Loss

Documentation of a hearing loss should include a report from an audiologist. This report should include results of an audiogram which shows the type of hearing loss (either conductive or sensory-neural) and degree of hearing loss.

See <http://www.equity.psu.edu/ods/guidelines/hearimpairguideline.asp> and <http://www.equity.psu.edu/ods/forms/hearingimpair.doc> for additional information and verification form.

Documentation of a Learning Disability

The following guidelines for the documentation of a learning disability are provided in the interest of assuring that evaluation reports are appropriate to (a) document eligibility and (b) support reasonable accommodations and academic adjustments. Staff from ODS are available to consult with diagnosticians regarding any of these guidelines.

Documentation of a learning disability should be a current psycho-educational report from a certified or licensed psychologist or other qualified professional within the last three years or after age eighteen. This report should include:

- Measures of intellectual functioning (WAIS-R or WAIS-III preferred) with subtest scores.
- Measures of achievement which describe current levels of functioning in reading, mathematics, and written language. Acceptable instruments include the Woodcock-Johnson III Psycho-Educational Battery, Tests of Achievement, Stanford Test of Academic Skills, Scholastic Ability Test for Adults, or specific achievement tests such as the Test of Written Language-2 or the Woodcock Reading Mastery Tests-Revised. The Wide Range Achievement Test is not a comprehensive measure of achievement and therefore is not suitable as the sole measure of achievement.

- Measures of information processing. Specific areas of information processing (e.g., short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed) must be assessed. Use of subtests from the WAIS-R, WAIS-III, WMS, or the Woodcock-Johnson Tests of Cognitive Ability are acceptable.
- Statement indicating the diagnosis of a learning disability.
- Interpretation of test results with a description of the functional limitations caused by the learning disability.
- Recommendations for accommodations and a rationale for why each accommodation is recommended.

See <http://www.equity.psu.edu/ods/guidelines/learningguideline.asp> for additional information and verification form.

Documentation of a Mobility Impairment

Documentation of a mobility impairment should consist of a letter from an appropriate health care provider. The letter must be typed on official letterhead and should include:

- the type of disability
- a statement of the functional limitations caused by the disability
- a description of the duration of the functional limitations (such as distance limitations)
- whether the condition is stable or progressive
- suggested recommendations for effective, reasonable accommodations

See <http://www.equity.psu.edu/ods/guidelines/mobilityimpairguideline.asp> and <http://www.equity.psu.edu/ods/forms/mobilityimpair.doc> for additional information and verification form.

Documentation of a Psychological Disability

Documentation of a psychological disability should be in the form of a letter or a report from a licensed psychologist or psychiatrist. The documentation should be typed on official letterhead and signed by the provider. Initial documentation should be current within the past year (some disabling conditions may require periodic updates).

The documentation should include the following information:

- a clear statement of the DSM-IV diagnosis
- a summary of assessment procedures used to make the diagnosis
- description of present symptoms and fluctuating conditions/symptoms in relation to the diagnosis
- current medications, including any side effects
- a description of the functional limitations, including suggestions of reasonable accommodations supported by the diagnosis

See <http://www.equity.psu.edu/ods/guidelines/psychguideline.asp> and <http://www.equity.psu.edu/ods/forms/psych.doc> for additional information and verification form.

Documentation of Visual Disorders

Documentation of a visual disorder should be a letter typed on official letterhead and signed by either an optometrist or ophthalmologist. It should include a statement about the condition, explain the extent of the individual's visual fields, the degree of visual acuity, and whether the condition is stable or progressive. The documentation should also include whether visual aids are recommended and a statement of the functional limitations.

See <http://www.equity.psu.edu/ods/guidelines/visualimpairguideline.asp> and <http://www.equity.psu.edu/ods/forms/visualimpair.doc> for additional information and verification form.

DISABILITY RESOURCES AT PENN STATE HARRISBURG

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Penn State Harrisburg
W-117 Olmsted Building
777 West Harrisburg Pike
Middletown, PA 17057

(717) 948-6025 - Voice
(717) 948-6017 – TTY
(717) 948-6261 – Fax
aub15@psu.edu

The Office of Disability Services is responsible for all disability-related concerns of Penn State Harrisburg students. ODS serves as a liaison and referral source between the students and other areas of the University.

RIGHTS AND RESPONSIBILITIES

Rights and Responsibilities of Individuals with Disabilities

Individuals with disabilities at The Pennsylvania State University have the **right** to:

- Equal access to courses, programs, services, jobs, activities, and facilities offered through the University
- Equal opportunity to work and to learn, and to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services
- Appropriate confidentiality of all information regarding their disability, except as disclosures, are required or permitted by law
- Information in accessible formats

Individuals with disabilities at The Pennsylvania State University have the **responsibility** to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs, activities, and facilities

- Identify as an individual with a disability when an accommodation is needed and seek information, counsel, and assistance as necessary
- Demonstrate and/or document (from an appropriate professional) how the disability limits their participation in courses, programs, services, jobs, activities, and facilities
- Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services

Rights and Responsibilities of The Pennsylvania State University

The Pennsylvania State University has the **right** to:

- Identify and establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, jobs, activities, and facilities and to evaluate students on this basis
- Request and receive, through ODS, 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 the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation
- Select among equally effective accommodations, adjustments, and/or auxiliary aids and services
- Refuse an unreasonable accommodation, adjustment, and/or auxiliary aid and service that imposes a fundamental alteration to a program or activity of the University

The Pennsylvania State University has the **responsibility** to:

- Provide information to faculty, staff, students, and the general public with disabilities in accessible formats upon request
- Ensure that courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings
- Provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services for faculty, staff, students, and guests with disabilities in courses, programs, services, jobs, activities, and facilities
- Maintain appropriate confidentiality of records and communications

CONFIDENTIALITY AND RELEASE OF INFORMATION

ODS is committed to ensuring that all information regarding a student is maintained as confidential as required or permitted by law. This information may include test data, grades, biographical history, disability information, performance reviews, and case notes.

A procedure of treatment of such information has been adopted by ODS and is rigorously followed and shared with students. These guidelines incorporate relevant State and Federal regulations and University policies.

1. Any information regarding a disability gained from medical examinations or appropriate post-admissions inquiry shall be considered confidential and shall be shared with others within the institution when there is a legitimate reason. Disability-related information is to be treated as medical information.
2. A student's file may be released pursuant to a court order or subpoena.

3. A student may give written authorization for the release of information when he/she wishes to share it with others. Before giving such authorization, the student should understand the information being released, the purpose of the release, and to whom the information is being released. Information will not be released without consent unless federal or state law requires it.

If you anticipate needing accommodation(s) due to a disability, you will be required to provide documentation of your disability that supports the accommodation(s). ODS will ask you to read and sign a Release of Information Form. This release gives ODS permission, if necessary, to request any medical information pertaining to your functional limitations for the purpose of determining program eligibility and planning appropriate accommodations.

FREQUENTLY ASKED QUESTIONS

1. **How are accommodations different in college versus what I received in high school?**
When students with disabilities enter a college/university, the laws under which they are covered change. In college, students are responsible for requesting accommodations and providing documentation of their disability. The documentation must support the requested accommodation(s). Some accommodation(s) provided in high school (i.e., calculator for math tests, waiver of foreign language) might not be provided in a college/university setting. If an accommodation requested alters a fundamental requirement of a program or course, it will not be granted. Please discuss your disability-related needs with ODS.
2. **I received services in the past for my disability. I think I will need services at Penn State. What do I do?**
The first step is to arrange an appointment with ODS. Students with disabilities seeking accommodations must identify as an individual with a disability and document (from the appropriate professional) how the disability limits their participation in courses, programs, services, jobs, activities, and facilities. In order to receive services for a learning disorder or an attention disorder, you must have testing within the past three years, or as an adult, that demonstrates the functional impact of the disorder. A complete listing of the steps for receiving services and documentation required is located in *Referral and Documentation Procedures*.
3. **Should I tell my adviser that I am a person with a disability?**
It is your decision whether to disclose your disability to your adviser or any other person. The benefit of disclosures is to help your adviser understand your disability so he/she is able to help you make appropriate choices for course scheduling.
4. **I chose not to disclose my disability through a faculty letter, I have failed a test, and now would like accommodations. What do I do?**
Accommodations are not retroactive. However, at any point during the semester you may register with ODS and request appropriate accommodations.
5. **I feel I need testing accommodations due to my disability. What do I do?**
As with all accommodations, testing accommodations are based on documentation. If your documentation supports such a request, you will need to follow the procedures outlined in *Testing Accommodation Procedures*.

6. I have given my professor my accommodation letter, but he/she will not provide the accommodations suggested. What do I do?

If a professor will not provide suggested accommodations, promptly call ODS to inform them of the situation.

7. I have used assistive technology in the past. What is available at Penn State?

Penn State Harrisburg has software (Inspiration, OpenBook, Kurzweil, ZoomText, JAWS) in the Assistive Technology Room in the library and Learning Center that students with disabilities may use. In addition, all of the computers in the library and computer labs have a suite of software from Premier Assistive Technology that are available to all students. Instruction on how to use assistive technology is available from Disabilities Services.

8. Where do I get tutoring assistance?

ODS is not required to provide individual tutoring for students. However, students with disabilities have access to the same tutoring all Penn State students have. If tutoring services are provided at a particular location for all students, then qualified students with disabilities should also have access. The Learning Center, C-216 Olmsted Building, can assist you in finding a tutor.

9. Where do I get assistance with job interviewing/preparation?

ODS is not required to provide job interviewing/preparation services. However, students with disabilities have access to the job interviewing/preparation that all Penn State students receive through Career Services, W-117 Olmsted Building.

10. I don't feel I am getting the accommodations I need from ODS. What should I do?

The first step is to discuss your concerns with ODS. If it cannot be resolved, the University policies for settling grievances can be found at <http://www.equity.psu.edu/ods/students/grievance.asp>.

11. Who has access to my records that are on file in ODS?

ODS maintains confidentiality procedures to protect your records. Please see *Confidentiality and Release of Information* for these procedures.

12. May I get testing accommodations for professional/certification examinations?

Yes. Accommodations are available for professional/certification examinations. However, you should be aware that those who administer certain professional or certification examinations might require more current documentation. For example, for a learning disability, many test administrators require that your documentation have been completed within the past three years.

13. Are there any scholarships for students with disabilities?

University Park ODS oversees the selection and distribution of eight scholarships. See *Scholarships for Students with Disabilities* for a description and eligibility requirements of these scholarships.

14. I am often absent from class due to my disability. My instructor is not being very cooperative. What can I do in this situation?

The first thing you want to do is discuss the situation with the ODS staff person. It is important to remember that attendance may be an essential requirement of the class and that may impact on whether absences are a reasonable accommodation.

REASONABLE ACCOMMODATIONS

A frequent term you will hear when you work with ODS is “reasonable accommodations.” The definition of reasonable accommodations under the Americans with Disabilities Act is “any modification or adjustment to any activity to allow equal participation in the activity by a person who has a disability.” Equal participation means an opportunity 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.

To determine reasonable accommodations, ODS may seek information from appropriate University personnel regarding essential standards for courses, programs, services, activities, and facilities.

Not all students require the same accommodations, even if they have the same disability.

Determining reasonable accommodations is done on a case-by-case basis to address the individual needs of the student. Accommodations are determined by the functional limitations as noted in your documentation. Once you have provided documentation of your disability, ODS will review the documentation and recommendations that have been made by the medical/psychological professional who provided the documentation. In review of your documentation, ODS will work with you to help you understand your academic strengths and areas in which you will need assistance due to your disability.

You play an active role in determining what reasonable academic accommodations are effective for you. These do not remain static throughout your career at Penn State. You may find that in certain classes, you do not need accommodations; and in other classes, you need additional accommodations than originally planned. The important thing to remember is that the accommodation requested and/or received should not fundamentally alter the nature or essential requirements of the class.

COMMONLY REQUESTED ACCOMMODATIONS

The following is a list of commonly requested accommodations for different disabilities. These and any other accommodations will only be provided when they do not impact essential course requirements.

These descriptions of accommodations are intended to provide a general idea of the types of accommodations that are available through ODS. These descriptions are not exhaustive and they are not all inclusive. **Specific and effective accommodations are decided on a case-by-case basis.**

Students who are Blind or have Low Vision

- Use of a scribe or note-taker
- Seating locations (close to the chalkboard or screen)
- Tape-recorded lectures
- Taped or electronic texts
- Large-print class materials

- Alternate materials and test format: oral, Braille, or large print (all alternate format requests must be requested well in advance—e.g., electronic text may take up to 12 weeks to receive)
- Use of a voice or large-print output computer with word processing software
- Extended time and alternate locations for tests
- Use of a closed circuit enlargement system
- Extended time for large reading assignments or research requirements

Students with Mobility Impairments

- Relocate the class to a more accessible location
- Provide space among the desks for a wheelchair or a wheelchair-accessible desk/table
- Provide advance notice if the class activity will be held elsewhere
- Reduce the writing load through the use of instructor's notes and overheads, when appropriate, and copies of handouts and supplementary texts
- Use of a note-taker or tape recorder
- Reasonable consideration for lateness due to difficulties in the location of classroom or schedule
- Extended time for testing
- Use of a computer for written work
- Use of a scribe for testing
- Oral or taped test responses

Students who are Deaf or Hard of Hearing

- Use of a sign language interpreter
- Use of a note-taker
- Use of a speech-to-text transcription system
- Appropriate seating location

Students with Speech Impairments

- Increased writing, decreased speaking tasks
- Use of a voice output computer or other speech-generated technology
- Individual sessions to clarify information presented in the lecture since the student may be reluctant to speak in class

Students with Learning Disorders and Attention Deficit Hyperactivity Disorder

- Seating location (i.e., front of classroom)
- Note-taking assistance or tape recorder
- Extended test time
- Alternate location for tests
- Alternate form texts

Students with Psychological Disabilities

- Use of a note-taker or tape recorder
- Alternate test location to reduce anxiety and provide freedom from distractions
- Seating location (i.e., next to the door, in the back of the room)

- Extended time on testing and assignments, as appropriate

Students with Other Health-Related Conditions

Students with other health-related conditions may benefit from any of the accommodations listed above as recommended by their documentation.

ACCOMMODATION LETTER

If you are requesting academic accommodations, at the beginning of the semester you will need to obtain an accommodation letter from ODS to present to your instructors. ODS composes this letter with your input. The letter also will suggest classroom accommodations, including any test accommodations that are necessary. Modifications need not be made if they change an essential feature of the class.

It is your responsibility to present this to your instructors early in the semester so that accommodation procedures are clear from the start. It is best to meet with your instructors individually to discuss the accommodations and how they will be implemented. If you have any questions or need clarification regarding the suggested accommodations, please discuss these issues with ODS. If a faculty member indicates that a recommendation is not reasonable, then it is your responsibility to inform ODS. If you do not notify the faculty of needed accommodations in a timely manner, your accommodations may be delayed.

TESTING ACCOMMODATION PROCEDURES

Guidelines for Students who Qualify for Testing Accommodations under ADA

Students who qualify for testing accommodations, such as additional time or a quiet location, should refer to the following procedural guidelines:

- It is the **student's responsibility** to speak with the professor in advance regarding this accommodation. Students and faculty should agree on the location for taking the exam one week prior to the date of the exam. It is unreasonable to expect faculty to make these arrangements with insufficient notice.
- Specific academic adjustments for each student will be specified on the accommodations letter from ODS. It is the **faculty's responsibility** to make modifications to course examinations by arranging for additional time and/or a quiet location for the student taking the examination. Faculty and students should agree on the location for taking the exam one week prior to the date of the exam.
- Adjustments need not be made if they constitute a substantial change in the curriculum or alteration of essential elements or functions of the program.

Guidelines for Students who Qualify for Assistive Technology or Auxiliary Aids under ADA

There are rooms available in the Student Assistance Center (SAC) that can be reserved by students with disabilities who qualify for assistive technology or auxiliary aids under ADA. Please refer to the following guidelines regarding the use of these rooms:

- Arrangements for reserving a room for testing accommodations can be made by bringing a completed Proctored Exam Form to the SAC, W-117 Olmsted Building. The SAC is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. If the testing time is expected to exceed the SAC's office hours, an alternate location needs to be arranged with the professor. **It is the student's responsibility to let the SAC staff know what type of assistive technology or auxiliary aid is needed for the exam.**
- It is the **student's responsibility** to speak with the professor in advance regarding this accommodation. Students need to have the professor complete a Proctored Exam Cover Sheet, available in the SAC, in order to reserve a room.
- It is the **faculty's responsibility** to make sure that the SAC office has the exam prior to the test time. SAC staff will keep the exam in a locked file cabinet until the time of the test.
- If a student arrives late, that period of time will be deducted from the total test time offered.
- Tests will be returned to faculty if students do not take the exam within the reserved time.
- Students are not permitted to use part of the reserved test time to study.

The following Proctored Exam Cover Sheet can be printed and used to request testing accommodations when assistive technology or auxiliary aids are required:

Student Assistance Center

Office of Disability Services
W-117 Olmsted Building
(717) 948-6025

Penn State Harrisburg

**Proctored Exam Cover Sheet for Students
Who Qualify for Assistive Technology or Auxiliary Aids**

TO BE COMPLETED BY FACULTY

This section must be completed by the faculty member in order for a student to reserve a room for a proctored test in the Student Assistance Center (SAC).

Student's Name _____ Course Name _____

Instructor's Name _____ Instructor's Phone Number _____

Instructor's Signature _____ Instructor's Office Location _____

Date of Exam _____ Time of Exam _____

Time allotted for in-class students to take the exam _____

Please list any special instructions (e.g., student can use calculator, formula sheet, open book, open note, etc.): _____

Please e-mail an electronic file of the exam to Alan Babcock (aub15@psu.edu) AND Linda Seaman (lms33@psu.edu) at least 24 hours prior to the scheduled administration time.

Please tell us how the exam is to be returned to you:

____ Brought to you by student* ____ Brought to you by proctor* ____ Picked up by you

**If you are not available to receive the exam, it will be given to a Staff Assistant in your area. If the Staff Assistant is not available, the exam will be taken back to the SAC and placed in a locked file cabinet until you pick it up.*

TO BE COMPLETED BY STUDENT

Student requires: ____ Computer (list software needed) _____

____ Scribe ____ Reader ____ Other (specify) _____

TO BE COMPLETED BY DISABILITY SERVICES / SAC STAFF

____ Form complete ____ Proctor reserved ____ Room reserved ____ Exam received

____ Testing time accommodation ____ Total time allotted for exam

TO BE COMPLETED BY PROCTOR

Time exam began _____ Time exam completed _____

Proctor Signature

Date

EMERGENCY EVACUATION FROM OFFICES AND CLASSROOMS

Since elevators must not be used during fire emergencies, persons unable to maneuver the stairs safely should go to the nearest exterior stairwell (at the end, not center, of a building) and wait for rescue personnel who are specially trained in the safe, proper evacuation of persons with disabilities. They will check the stairwell immediately for persons needing assistance. If you have a disability and may need assistance, it is suggested that you discuss your needs for assistance with both disability services and your faculty at the beginning of the semester.

HOUSING ACCOMMODATIONS

Students with disabilities who live on campus may request various accommodations depending on their needs. A form for special housing request (*Disability/Special Needs Request*) may be picked up at the ODS office. The form will ask you to provide information such as your academic class standing; any requests for a student roommate you wish to have assigned with you; if you will be using a personal care attendant; information about your disability, including any limitations you have that would impact your housing needs; and any other information concerning your housing needs which may be helpful in making an assignment to the residence halls. Once completed, the *Disability/Special Needs Request* form is returned to the Housing Office, E-122 Olmsted Building. If you have additional questions or concerns regarding housing accommodations, contact ODS at (717) 948-6025, or the Housing Office at (717) 948-6244.

LOANED EQUIPMENT

ODS has equipment available for loan. Examples of equipment available include phone amplification handsets, tape recorders, and closed-captioning decoders. Equipment is loaned on a semester-by-semester basis and must be returned by the end of each semester. Students are sent a letter at the end of the semester reminding them to return the equipment. Failure to return equipment will result in a hold being placed on the student's account.

PARKING ACCOMMODATIONS

For permanent disabilities, if you use an accessible parking placard or an accessible license plate from the Commonwealth of Pennsylvania or another state, please contact the Safety and Security office in the Swatara Building -- (717) 948-6232 -- for parking information. If you do not have either of these, reasonable accommodations will be determined based on documentation of your disability. To be considered for parking accommodations, you must contact ODS.

Steps to obtain documentation for parking accommodations, if you do not have parking placard or an accessible license plate:

1. Obtain documentation of your disability(ies) from an appropriate health care provider (e.g., physician), depending on the nature of your disability.
2. Documentation must be on official letterhead and signed by the health care provider.
3. Documentation should include the following items:
 - Type of disability

- Functional limitations based on the disability
- Specifically state the duration of the functional limitation, as well as any distance limitations
- Include suggested recommendations for effective reasonable accommodations.

Mail, deliver, or fax the documentation to:

Penn State Harrisburg
Office of Disability Services
W-117 Olmsted Building
777 West Harrisburg
Middletown, PA 17057
717-948-626 – Fax

SCHOLARSHIPS FOR STUDENTS WITH DISABILITIES

University Park Office of Disability Services administers scholarship funds. Students with disabilities are encouraged to apply. Some of the scholarships are specific to students with a particular disability--for example, the Douds Scholarship gives preference to students with chronic diabetes. Other scholarships, such as the David Martino Memorial Scholarship and the Delta Chi Scholarship, are for students with any type of disability. The first seven scholarships are open to students at all locations. The Delta Chi Handicapped Student Grant Fund is limited to University Park students.

All of these scholarships (except the Newcombe) are awarded during the spring semester for the following academic year. The Newcombe Scholarship is awarded to many students each semester and is the largest contributor of scholarship funds to Penn State's Office of Disability Services. It is advisable that students check with ODS for deadlines for these scholarships each semester.

In addition to completing the ODS Scholarship Application, applicants are required to complete the *Federal Application for Federal Student Aid (FAFSA)* for determination of financial need. This application can be obtained from the Office of Student Aid, Swatara Building, (717) 948-6307. Successful applicants are students with good grades, a significant disability, and documented financial need.

1. Charles T. and Ella Fowler Douds Scholarship Fund

This scholarship is available to full-time undergraduate and graduate students with demonstrated financial need. Eligibility criteria also include superior academic records, promise of future professional success, and chronic health problems. Preferential consideration is given to students with chronic diabetes.

2. Delta Gamma Golden Anchor Award

This award has been created to aid students with severe visual impairments. Other qualifications for the award include sophomore standing or higher, a grade point average of at least 2.5, and demonstrated perseverance and strength of character.

3. Charlotte W. Newcombe Scholarships

Penn State has received a grant from the Charlotte W. Newcombe Foundation to offer scholarships to students with disabilities who are degree candidates. Both part-time and full-

time students are eligible. First semester freshmen are not eligible for this scholarship. The Newcombe Scholarships are available for the following purposes:

- Special expense scholarships to cover disability-related costs, such as personal care attendants, readers, or typists.
- Internship scholarships to cover costs of off-campus internships or work experience programs.
- Partial tuition scholarships when all other forms of student aid have been exhausted.
- Housing scholarships to enable students with disabilities to live on campus or close to campus when a residence is essential due to the nature of the disability.

4. David R. Martino Memorial Scholarship

This scholarship is awarded to financially needy students with disabilities who are enrolled or are planning to enroll full time at the University. Interested students must exhibit a documented need for financial aid and must be considered to be handicapped under the provision of Section 504 of the Rehabilitation Act.

5. Jason C. and Martha Lee Stone Scholarship in Honor of Solveig and Frederick Samuel Dietz

Consideration for the scholarship is given to undergraduate and graduate students who are enrolled or planning to enroll full time at Penn State. Additional criteria include a positive academic record, proven financial need, and a significant physical disability. Preference is given to graduate students.

6. Bobbi Coulter Rich Scholarship

Consideration for this scholarship is given to all full-time or part-time students enrolled or planning to enroll at Penn State University who have end-stage renal disease or are awaiting or have received a kidney transplant. If no candidate can be found in these categories, consideration may be given to students with a chronic renal disorder or condition.

7. Rehab Club Memorial Scholarship

Consideration for this scholarship will be given to all full-time undergraduate students with disabilities enrolled or planning to enroll at Penn State University. Additional criteria are a superior academic record, character, and proven financial need.

8. Delta Chi Handicapped Student Grant Fund

This award is given to graduate or undergraduate students with a disability enrolled at the University Park campus of Penn State University. It is not limited to any specific type of disability. Other criteria for the award include demonstrated academic achievement, character, leadership, and financial need.

9. Higher Education Beneficiary Program for Blind and Deaf

The Pennsylvania Department of Education may grant up to \$300 per year to students who are blind or deaf who are Pennsylvania residents. The award may be used for such expenses as tuition, room and board, fees, special equipment, books, and readers/interpreters. Application forms are available in 105 Boucke, University Park campus, or from the Bureau of Special Education, Pennsylvania Department of Education, (717) 783-6913.

National Scholarship Available to Students who are Legally Blind

The American Council of the Blind (ACB) offers twenty-five scholarships, including one that is specifically for Pennsylvania residents. All citizens of the United States who are legally blind and have completed an application along with all required supporting materials are eligible. Scholarships range from \$500 to \$3,000. For more information, contact ACB, 1155 15th Street, NW, Suite 720, Washington, DC 20005, or call (212) 467-5081.

The Lighthouse, Inc.

The Lighthouse, Inc. awards scholarships for up to \$5,000 to outstanding legally blind students in the following categories: undergraduate, graduate, adult undergraduate, and college-bound. For more information, write to The Lighthouse, Inc., 111 East 59th Street, New York, NY 10022.

The National Federation of the Blind

The National Federation of the Blind (NFB) offers several scholarships, ranging from \$3,000 to \$10,000. Individuals who are legally blind and have submitted a completed application along with all the required supporting materials are eligible. Additional considerations include the ability to attend the annual NFB conference and specific criteria for individual scholarships. For more information, contact the National Federation of the Blind, 1800 Johnson Street, Baltimore, MD 21230, (410) 659-9314, or the state chapter.

VOLUNTEER OPPORTUNITIES / STUDENT INVOLVEMENT

There are many opportunities for students to become involved with the Office of Disability Services and/or working with people with disabilities. Below is a list of the activities in which students can be involved.

Student volunteers are needed to help other students with disabilities to tape or read aloud, type papers, tutor, and be a note taker. If you are interested, please contact ODS at (717) 948-6025, W-117 Olmsted Building.

RESOURCES AT PENN STATE HARRISBURG

The following is a list of commonly used information and referral sources at Penn State Harrisburg:

[Adult Learner Support Services](#)

This office serves our adult students as they work toward obtaining their educational goals. Services such as evening programming, Alpha Sigma Lambda (an adult honor society) chapter activities, and referral services are available. For more information about services, please contact personnel located within the Student Activities Office, E-131 Olmsted, 948-6273.

[Affirmative Action Office, ADA Programs](#)

Penn State is strongly committed to equal access to programs, services, and activities for qualified individuals with disabilities. The Coordinator of ADA programs, Bill Ritzman, is responsible for University-wide compliance with the Americans with Disabilities Act (ADA), investigating complaints communicated to Penn State alleging noncompliance on any action that would be prohibited by ADA, and providing educational programming through the University's responsibilities under ADA. The office is located in 328 Boucke Building at University Park, (814) 863-0471 (V/TTY).

Career Services

Through the Career Services Office, students may attend workshops to improve resume writing, interviewing, and career planning, as well as utilize computer-based resources. Career Services is our students' connection to the Nittany Lion Recruiting System, allowing access to employers who recruit on-campus, to Career Services' news and events, and to other employment opportunities 24 hours a day, 7 days a week – all via the Web. Students may also see a counselor to discuss individual questions about career-related issues. Career Services is located within the Student Assistance Center, W-117 Olmsted, 948-6260.

Counseling Services

Trained counselors and licensed psychologists provide personal, couples, and educational assistance for Penn State Harrisburg students. Counseling assistance can take the form of individual or couples counseling, workshop presentations, group programs, and use of self-help materials (books and audio tapes). Relationship issues, relaxation, study skills, and interpersonal difficulties are among the wide variety of concerns typically discussed with counselors. Counseling services are free and follow strict confidentiality guidelines. Evening appointments are available. Counselors are located in the Student Assistance Center, W-117 Olmsted, 948-6025.

Enrollment Services

The Enrollment Services Office combines the services of student recruitment, graduate and undergraduate admission review and processing, academic records (often referred to as the Registrar's Office), and financial aid. Currently enrolled students use the Enrollment Services Office most frequently for issues relating to scheduling classes, accessing their transcripts, and enrollment verifications. Offices are located in the Swatara Building, 948-6250, and their e-mail address is hbgadmit@psu.edu.

Financial Aid

Penn State Harrisburg Financial Aid Office offers aid in the form of loans, scholarships, grants, and employment. Students applying for financial aid must file a Free Application for Federal Student Aid form. This form must be filed to receive any scholarships, grants, campus-based aid, or a Federal Stafford Loan. Pennsylvania residents will receive a separate notification for the Pennsylvania State Grant (PHEAA). Non-Pennsylvania residents should check with their own state governments about similar grants. Check with the Financial Aid Office for additional details, information, and deadline dates at 948-6307. The Financial Aid office is housed in Room 55 of the Swatara Building.

Health Services

The Health Services Office is available to all students. A registered nurse staffs the office, and clinicians are available to meet with students during regularly scheduled clinic hours. There is no charge to see the nurse or clinicians. In addition, a self-care center is available for student use. The treatment center provides information for self-diagnosis and a limited supply of over-the-counter medications. Information on how students may obtain health insurance through the University is available in this office, located in W-102 Olmsted, 948-6015.

International Student Services

The Office of International Students provides support services for international students in matters relating to immigration, social and cultural issues, visa extension requests, and travel documents. Work permissions can be processed through this office. Referrals are made to other professionals in financial, legal, and in other areas of specialized concern to international students. The office is located in E-131 Olmsted, 948-6273.

Judicial Affairs

Penn State Harrisburg Judicial Affairs works to implement The Pennsylvania State University's Rules and Policies for Students and to maintain an environment of mutual respect for individuals and ideas on campus. Students are encouraged to visit The Pennsylvania State University Office of Judicial Affairs web site to review the Code of Conduct in this document. Judicial Affairs is located in W-117 Olmsted, 948-6260.

Recreation/Athletics and Fitness

The Recreation/Athletics and Fitness Program offers competition in intramural activities, weight training, and open recreation. Facilities include softball and baseball fields, a lighted soccer field also used for rugby and flag football, racquetball courts (one converted for wallyball and one for squash), a full-sized basketball court, lighted tennis courts, a swimming pool, student center, quiet study lounge, physical fitness room, a weight room, and a multi-purpose room used for a variety of activities including aerobics and karate. In the Fall of 2005, intercollegiate athletics returned to Penn State Harrisburg. Recreation/Athletics offices are located in the Capital Union Building (CUB), 948-6266.

Residence Life

If a student with a disability secures a housing contract, they will be accommodated in the Capital Village complex. Through an array of programs and services, the Residence Life Staff Coordinator, Assistant Coordinator, Community Assistants, and Staff Assistant work to provide and maintain an environment that will enhance the personal, physical, educational, and social development of all resident students. The Residence Life office is located in the Capital Village Community Center, 948-6269.

Student Activities

Student clubs, organization activities, and cultural events are coordinated through the Student Activities Office. The office promotes events and activities that enhance and support students' educational experience. The office works with other college units to provide students with cultural programs and entertainment activities, as well as leadership workshop and conference opportunities and experiences. The Student Activities Offices are located in the Town Square, E-131 Olmsted, 948-6273.

Student Support Services and Intercultural Affairs

This office provides support services and programming that promotes the sharing of cultures, ethnic groups, and racial groups identified by the University as under-represented within the student body. This office assists students in documenting and reporting acts of intolerance. The office is located in E-131 Olmsted, 948-6273,

Tutoring

The Office of Disability Services is not required by ADA or Section 504 of the Rehabilitation Act to provide individual tutoring for students; however, the [Learning Center](#), located in C-216 Olmsted Building, offers general tutoring in writing and math, course-specific math tutoring, and one-to-one peer tutoring to all students.

Veterans Affairs

The Veterans Affairs Certifying Official is located in Room 55 of the Swatara Building, 948-6099.

Office of Vocational Rehabilitation (OVR)

OVR is a state agency that helps persons with disabilities help themselves to prepare for, start, and maintain a career. OVR has fifteen offices located around the state. Please refer to the blue pages of your local phone directory or the web site for the office nearest you.

ASSISTIVE TECHNOLOGY AT PENN STATE HARRISBURG

Assistive Technologies Room

General Information

- Hardware and software for users with visual and certain physical impairments.
- Available to anyone, including Penn State Harrisburg employees, students, and community users.
- Location: Room 104 of the Library.
- Hours: Monday through Thursday: 7:45 a.m. to 11:00 p.m.
 Friday: 7:45 a.m. to 9:00 p.m.
 Saturday: 9:00 a.m. to 5:00 p.m.
 Sunday: 1:00 p.m. to 11:00 p.m.
- For further information about the room, please contact Alan Mays, Electronic Services, at (717) 948-6593, or by e-mail at axm22@psu.edu.

Hardware

- Four power-assisted, height-adjustable desks offer ample desktop space and allow users to raise and lower the work area with the touch of a button according to personal preferences.
- Closed-circuit television (CCTV) magnifies printed materials in the following viewing modes: color, black and white, or negative, and includes adjustments for tint, color saturation, horizontal lines, and shadow marks.
- Personal computer with ample CPU power, a large screen monitor (21 inch Trinitron), high quality sound system, and 250 MB Zip, DVD, and CD-RW drives.
- Scanner outfitted with a large 11 x 17 inch scanning surface and automatic document feeder (ADF).

Software

- Specialized software applications installed and available on the computer include JAWS (screen reading), MAGic (magnification), and OPENBook (text-to-speech conversion and editing), Inspiration Visualization tool to think, organize, and learn) and Dragon NaturallySpeaking (speech to text).
- Software for office productivity and internet access include Microsoft Office, Internet Explorer, Adobe Acrobat, and Microsoft Office Sounds.

UNIVERSITY WIDE ACCESS ISSUES

The Americans with Disabilities Act (ADA) requires that Penn State University ensure program accessibility when viewed in its entirety. As part of this commitment, the University established a University Access Committee (UAC) whose mission is to prioritize and fund barrier removal projects in accordance with the Facility Implementation Policy.

If you have access-related concerns, please contact the Office of Disability Services, W-117 Olmsted Building, (717) 948-6025 for voice, (717) 948-6017 for TTY.

Penn State Harrisburg Map

A map is available from ODS, W-117 Olmsted Building. The staff will work with students to offer accessible buildings and routes.

University Access Committee

ADA Facilities Coordinator
The Pennsylvania State University
328 Boucke Building
(814) 863-0471 – V/TTY

PENN STATE’S DISABILITY FUND

The purpose of the Penn State Disability Fund is to purchase disability-related equipment or services for faculty, staff, and students at any Penn State location. The goal of the fund is to provide equal access to University programs for qualified persons with disabilities. Equipment purchased will remain the property of Penn State and will be moved to other Penn State locations, as needed.

Examples of equipment/services:

- Telecommunication devices for the deaf (TTY)
- Amplified telephone receiver
- Sign language interpreters, note-takers
- Closed circuit television to enlarge print material
- Closed-captioned decoder
- Modified computer equipment, such as large-print screen, voice output

How to Apply

Complete the appropriate application form (student or employee), which can be obtained through the Office of Disability Services at University Park, 105 Boucke Building, or any Penn State location. Questions may be directed to ODS at University Park at (814) 863-1807 (V/TTY).

WORKING WITH FACULTY

Once an accommodation letter is generated, it is the joint responsibility of you and the faculty member to ensure that accommodations are implemented. Faculty are key in helping you get the assistance you need in your classes. Some suggestions for working with faculty follow:

1. Schedule appointments to meet with your instructors at the beginning of each semester to discuss the academic demands of the class and your needs.

2. At this meeting, present the accommodation letter you receive from ODS and discuss the accommodations listed. It is important to remember that you do not need to tell the instructor what your disability is unless you feel comfortable doing so. What is important for the instructor to know is how the functional limitations of your disability impact on the academic setting.
3. Keep in contact with your instructors throughout the semester to discuss ongoing accommodation needs such as alternate testing arrangements or problems and concerns you may have.
4. If you request testing accommodations, either those that the instructor or ODS arranges, remind your instructor two weeks prior to the scheduled test to allow for advanced planning.

Suggested questions to ask when interviewing a professor about the content of a course:

- How are students evaluated in your course (e.g., types of tests, grading system, papers, presentations, is there an opportunity for extra credit work)?
- What is your attendance policy?
- What is the format of the class? Lecture only? Discussion? Small group work?
- Do you use visuals? Overheads? Videos?
- What is the reading load?
- Are there prerequisites to this course?
- What is the availability of the professor (office hours, appointments)?

After the meeting, note your overall feelings about your meeting with the professor. Did you feel comfortable with the professor? Did you understand the answers the professor gave to your questions? Once you have this information, discuss your concerns with a counselor if that would be helpful.

DISCRIMINATION AND GRIEVANCE PROCEDURES

The Pennsylvania State University has adopted an internal grievance procedure providing for prompt and equitable resolution to complaints alleging discrimination on the basis of disability, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Complaints should be addressed to the [Affirmative Action Office](#), 328 Boucke Building, University Park, PA 16802-2801, or you may call (814) 863-0471 (V/TTY).

A complaint should be submitted in writing or verbally, contain the name and address of the complainant, and a brief description of the allegations of discrimination.

A complaint should be filed as soon as possible, generally within six months of the alleged discrimination.

The Affirmative Action Office, following receipt of a discrimination complaint, as may be appropriate, shall conduct an investigation. This procedure conducts informal but thorough investigations, affording all interested persons, including the complainant and the person(s) against whom the allegation(s) of discrimination have been made, and their respective

representatives, if any, an opportunity to submit information and documentation regarding the complaint allegations.

The investigation will be completed within a reasonable period of time. A written determination with respect to the results of the Affirmative Action Office's investigation shall be issued and a copy forwarded to the complainant within twenty work days of the receipt of the complaint.

The complainant can request a reconsideration of the complaint if dissatisfied with the determination of the Affirmative Action Office. The request for reconsideration shall be made within seven work days of the complainant's receipt of the written determination and shall be submitted to the Affirmative Action Director, 328 Boucke Building, University Park, PA 16802. The Director will make a final determination and inform the complainant within seven work days of the Director's receipt of the request for reconsideration.

The complainant shall be informed of the right to file a complaint with the appropriate state or federal agency. The right of a person to a prompt and equitable resolution of a complaint submitted hereunder shall not be impaired by the person's pursuit of other external remedies nor shall the use of this internal grievance procedure be a prerequisite to other external remedies.

Retaliation against a person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under University policy, and by state and federal law.

Grievance Procedures

The Pennsylvania State University has established sound standards of the process for the hearing of employee and student grievances in order to ensure the fair treatment of individual cases where discrimination is alleged, and to maintain the integrity of the University's equal opportunity system.

The University's grievance procedures are written and available to all present and prospective employees and students. The procedures ensure fair treatment and consideration of discrimination alleged on the basis of those factors covered by resolution of the Board of Trustees. Areas for consideration include access to and participation in any education program or activity, as defined by law, and all terms and conditions of employment. Coverage includes those involving issues of race, religion, color, national origin, disability or handicap, age, sex (including sexual harassment), sexual orientation, or status as a disabled or Vietnam era veteran.

Any employee or student may consult the Affirmative Action Office regarding his or her rights under these procedures. All issues of discrimination should be resolved in the most informal manner possible. When the employer or student wishes to proceed to more formal procedures, the Affirmative Action Office will advise the individual(s) involved and take appropriate action in accordance with the responsibilities delegated to the Office.

ACKNOWLEDGEMENTS

This handbook was compiled by Ellen M. Long, Doctoral Intern, Special Education, Higher Education Disability Service Programs, and the staff from the Office of Disability Services at

University Park. It was amended for use at Penn State Harrisburg in the Spring of 2004 by Lynne Davies Disability Services Coordinator at Penn State Harrisburg and updated by Alan Babcock, Disability Services Coordinator at Penn State Harrisburg, in the Spring of 2007.

The Pennsylvania State University encourages qualified persons with disabilities to participate in programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the Office of Disability Services at (717) 948-6025 for voice, or (717) 948-6017 for TTY, in advance of your participation or visit.

Statement of Nondiscrimination

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-2801; (814) 863-0471 (V/TTY).

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