



UCCS CAMPUS POLICY

Policy Title: Disability Access and Accommodation Policy

Policy Number: 300-021

Policy Functional Area: HUMAN RESOURCES

Effective:

October 21, 2014

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor of Finance and Administration (VCAF)

Office of Primary Responsibility:

Human Resources

Policy Primary Contact:

Human resources, 719-255-3372

Supersedes:

N/A

Last Reviewed/Updated:

October 21, 2014

Applies to:

Administration, Staff, Faculty, Students & Contractors

Reason for Policy: UCCS supports the ongoing development of an accessible University where programs, services and activities offered by UCCS are provided in a manner appropriate to the needs of all participants, including persons with disabilities. This policy sets forth the manner in which the University addresses and meets those goals for disability access and accommodation.

I. INTRODUCTION

The University of Colorado Colorado Springs (UCCS or University) is committed to providing access, support, and when appropriate, reasonable accommodations and academic adjustments to persons with disabilities. UCCS does not discriminate on the basis of disability in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10). Additionally, UCCS follows state building code ANSI 117.1 when designing and constructing new and remodeled facilities.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, or regent policy, or as may be delegated by the president

B. Workplace Accommodations:

Qualified job applicants and employees (including teaching and research faculty, classified and University staff, and student employees) with a disability can request reasonable accommodations. Please consult the ADA Coordinator in the Office of Human Resources for the procedures to request an accommodation.

C. Educational Accommodations:

Qualified applicants with a disability will not be denied admission to UCCS or be subjected to discrimination in admissions or recruitment activities on the basis of a disability. All entrance examination scores will be treated equally, regardless of any accommodation that may have been provided during testing.

Qualified students with a disability can request reasonable academic accommodations, such as adjustments, auxiliary aids or other services, to ensure equal access to educational opportunity. UCCS retains the right, however, to establish educational criteria and requirements for its courses, academic majors, and degree programs. In providing an academic accommodation, UCCS will not lower or effect modifications to essential requirements and/or technical standards for its academic programs and will not fundamentally alter the nature of its academic programs, services or activities or create an undue hardship for the University.

Please consult the Office of Disability Services for the procedures to request an educational accommodation.

D. Event Accommodations:

UCCS is committed to providing access and reasonable event accommodations to University sponsored events. Materials announcing public events should (1) state that the event is accessible and that reasonable accommodations may be made for people with disabilities, and (2) provide the event sponsor name and contact information. The event sponsor is responsible for receiving requests for and arranging event accommodations.

To request an event accommodation, please contact the event sponsor as soon as possible, but no later than 72 hours before the event, so that appropriate arrangements can be made. Advice and assistance also may be requested from the Office of Disability Services at 719-255-3354, Facilities Services at 719-255-3313, and/or Parking and Transportation Services at 719-255-3528.

E. Confidentiality:

Use of disability-related services at UCCS shall be done only on a voluntary basis. Information provided to the ADA Coordinator or Office of Disability Services including disability information, medical information or diagnoses, psychological information, case notes, and records will be maintained confidentially. Information relating to a person's disability is confidential and may only be released with the person's permission. In limited circumstances, sharing of disability-related information is

permissible on a need-to-know basis. For example, when a student makes a request and is approved for an academic adjustment in a particular course, the details of the approved adjustment, not the disability, would be shared with the instructor of the student's course. Likewise, when an employee receives a workplace accommodation, only the details of the accommodation are shared with the employee's supervisor.

F. Complaint Procedure:

A person with a disability who believes his/her disability is not being accommodated or who believes he/she has experienced or witnessed discrimination or harassment because of a disability may address the matter within the University by contacting the Office of Discrimination and Harassment. A person with a disability who wishes to address the matter outside of the University process may contact the U.S. Department of Education Office for Civil Rights, or the U.S. Equal Employment Opportunity Commission, depending on the nature of the complaint.

G. Responsibility:

The following offices and positions provide interpretation and implementation of this Disability Access and Accommodation Policy:

1. ADA Coordinator: The ADA Coordinator in the Office of Human Resources functions as the central point of contact to receive all requests for reasonable accommodation and to receive all documentation required to determine disability status for faculty, staff and student employees at UCCS. This position also interprets and applies federal and state laws regarding equal access for faculty, staff, students, and visitors with disabilities, monitors and ensures compliance, and develops and implements internal measures and/or reports which inform the University administration of the status of ADA compliance and opportunities for people with disabilities. The ADA Coordinator also chairs the ADA Task Force.
2. Director of Disability Services: The Office of Disability Services, under the direction of the Director of Disability Services, has responsibility for processing requests for accommodations from students and to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA), including section 35.107, and the Americans with Disabilities Act Amendments Act of 2009.
3. ADA Task Force: The ADA Task Force provides advice to University leadership on ADA compliance and accessibility issues, assists with educational programs, identifies resources to support ADA compliance, and, at the request of the ADA Coordinator, reviews and provides advice on specific accommodation requests.
4. Event Sponsor: The Event Sponsor, such as a University employee or faculty, is responsible for receiving requests for and arranging with campus support systems for event access accommodations.

III. KEY WORDS

- A. Access
- B. Americans with Disabilities Act (ADA)
- C. Event Accommodation
- D. Major Life Activities
- E. Person with a Disability
- F. Qualified Individual with a Disability
- G. Reasonable Accommodation
- H. Substantial Limitation
- I. Undue Hardship

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval October 21, 2014