Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Campus Access for People With Disabilities**
Regulation and Procedure Number:	**URP: 01.240**
Policy Owner:	**Finance and Administration and Student Life**

POLICY STATEMENT

The purpose of this Texas Woman's University ("TWU" or "University") policy is to ensure full and equal access to individuals with disabilities to all University activities and programs. The policy outlines procedures to provide campus access and reasonable accommodations to qualified students, employees, and members of the public who participate in University activities and programs.

Texas Woman's University is committed to full inclusion of all qualified individuals at our institution. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, persons with disabilities will not be subject to discrimination on the basis of their disability and will be granted full and equal access to TWU academic programs, employment, programs and activities, services and facilities.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. "Disability" means any physical or mental impairment that substantially limits one or more major life activities. A person with a disability is someone who has a record of such impairment or is regarded as having such impairment. The definition also includes persons who have an impairment that is episodic or in remission, if the impairment would substantially limit a major life activity when active.

2. "Faculty" means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and

administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.

3. “Guest” means any individual not affiliated with TWU.

4. “Programs” means one of the following:

    a. “Academic Programs” means any combination of courses and requirements leading to a degree, certificate, major, minor, or concentration. This includes both in-person and online courses and requirements.

    b. “Non-Academic Programs” means all co-curricular programs, employment, activities, or services offered by the University. This includes both in-person and online programs, employment, activities, and services.

5. “Qualified Individual” means an individual with a disability who meets all the skill, experience, knowledge, educational, and other job requirements for a position and can perform the essential functions of a position with or without reasonable accommodation.

6. “Reasonable Accommodation” means a modification or adjustment that:

    a. Will enable a qualified individual to participate in a program and does not make a fundamental alteration to program requirements; or

    b. Will enable an individual to participate in the application process or to perform essential job functions; or

    c. Will allow equal access to University programs; and

    d. Does not create an undue burden for the University.

7. “Staff” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.

8. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

REGULATION AND PROCEDURE

I. General Guidelines

A. In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973,the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, Texas Woman's University will make reasonable accommodations to ensure access and equal opportunity for qualified students, employees, and members of the public to participate in applicable University programs and activities as well as access to University facilities.

B. Requests for accommodation should be made to the responsible University department well in advance of the need. The department responsible for the program, activity, service or facility to which an individual requires access will work with the appropriate University officials to implement reasonable accommodations.

C. Students and guests with campus access inquiries or requests concerning campus facilities should contact Facilities Management by calling Facilities Management at: (940) 898-3137. Faculty and staff with these types of inquiries or requests should either call Facilities Management at: (940) 898-3137 or may submit their requests via an online work order from the TWU Facilities Management webpage.

II. Accommodation Responsibilities

A. Students:

1. If the request is related to participation in an academic program, it should be directed to the Disability Support Services ("DSS") for Students. *See* URP 01.242: Academic Accommodations for Students.

2. If the request is to accommodate currently enrolled students in attending an on campus activity not related to the student's academic program, the request should be directed to the sponsoring department. DSS is available for departmental consultations about facilitating accessibility and assistance with identifying access service vendors (i.e., ASL Interpreters).

3. Academic accommodations for students will be funded through DSS. Examples of academic programs for which DSS is able to provide funding include, but are not limited to:

a. Classroom accommodations;

b. Academically required meetings connected to grading and course performance that are required for course completion;

c. TWU sponsored practicums and internship programs required for degree completion; and

d. Off-site classroom accommodations for Federation of North Texas Area Universities when TWU is the student's home campus.

4. DSS will provide training regarding academic accommodations.

B. Employees:

1. If an employee is requesting an accommodation for the workplace, the request should be directed to the Office of Human Resources. *See* URP 05.110: Americans with Disabilities Act Policy.

2. If a TWU employment applicant requires an accommodation, the request should be directed to the Office of Human Resources, Manager of Recruitment and Selection.

3. If an employee is requesting an accommodation to attend a campus non-academic program, the request should be directed to the department sponsoring the event.

4. Employment related ADA accommodations for eligible employees or applicants will be funded through the Office of Human Resources.

5. The Office of Human Resources will provide training to the University community relevant to employment.

C. Visitors and Guests:

1. Visitors and guests of the University, including prospective students requesting accommodations for a University sponsored event, should contact the sponsoring department.

2. Event sponsors should indicate a point of contact for ADA requests in all event publications.

3. Accommodations related to public events will be funded by the sponsoring department.

4. DSS will provide training to departments who sponsor University events.

III. Responsibilities

A. It is the responsibility of the sponsoring organization or department to provide reasonable accommodations and access to their programs and activities.

B. To facilitate access to TWU sponsored programs or activities, the responsible department or organization should encourage participants to request accommodations at least two (2) weeks in advance of the need by contacting the program coordinator directly or selecting accommodation needs within the event registration form. Late accommodation requests will be considered on a case-by case basis, but cannot be guaranteed due to time constraints with coordination of services.

1. Registration materials and program announcements, which include bulletins, flyers, brochures, letters and public service announcements, or other materials used to inform the public of the event or program, must include the following statement:

a. To request an accommodation, contact [name, or host department], at least two weeks prior to the event to ensure adequate coordination time.

IV. Disability Grievances

A. Students who have questions or concerns about the academic accommodation process should contact Disability Services for Students. Students who wish to file an ADA complaint should follow the guidelines outlined in URP 06.230: Student Grievance.

B. Students with non-academic program accommodation questions or concerns should contact the ADA Coordinator. The ADA Coordinator can be reached by calling (940) 898-2968, or by emailing civility@twu.edu. Students who wish to file an ADA complaint should follow the guidelines outlined in URP 06.230: Student Grievance.

C. Employment related complaints and appeals will be reviewed by the Office of Human Resources. Employees who wish to file an ADA complaint should follow the guidelines outlined in URP 05.110: Americans with Disabilities Act Policy.

D. Visitor related complaints and appeals will be reviewed by the ADA Coordinator. The ADA Coordinator can be reached by calling (940) 898-2968, or by emailing civility@twu.edu.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

URP 01.242: Academic Accommodations for Students

URP 06.230: Student Grievance

URP 05.110: Americans with Disabilities Act Policy

FORMS AND TOOLS

TWU Facilities Management and Construction Work Order Form

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