

## **Americans with Disabilities Act Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

West Chester University is committed to equality of opportunity and freedom from discrimination for all students, employees, applicants for admission or employment, and all participants in public University sponsored activities.

### **Policy Statement**

In keeping with this commitment, and in accordance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, the University will make every effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities and has established procedures to provide reasonable accommodations to allow individuals with disabilities to participate in University programs.

### **Policy Framework**

The Director for Equity and Compliance in the Office for Diversity, Equity and Inclusion has been designated as the ADA coordinator for the University. In this capacity, the Coordinator works with the University ADA Committee to advance University policies and procedures that will provide equal educational and employment opportunities for individuals with disabilities. The University has an established process to investigate and address any complaints of discrimination on the basis of a disability.

Any individual who has a suggestion, question, or complaint regarding ADA issues is encouraged to contact the Director for Equity and Compliance, 114 W. Rosedale Avenue, 610-436-2433.

## **Procedures**

### Students

West Chester University has established the Office of Services for Students with Disabilities (OSSD), which operates as a center for addressing the needs of students with disabilities and as a resource for students, faculty, and staff. A student who seeking an accommodation and/or requesting specialized services should contact the Director of the OSSD. The office also serves as the point of contact for requesting sign language interpreters. Students must register with the OSSD and provide appropriate medical documentation before an accommodation can be provided.

Various housing facilities and services are available for resident students with disabilities. For this and other information about on-campus housing and food service, please contact the Office of Residence Life and Housing Services, 202 Lawrence Center, 610-436-3307.

Facilities Management is involved in the ongoing process of renovating campus buildings to ensure accessibility for all individuals. Many of the buildings are currently accessible, but some are awaiting renovation. To make arrangements for changes to a particular facility to ensure accessibility, please contact Facilities Planning at 610-436-3200.

Furniture requests for students with disabilities are also handled through facilities at

[www.wcupa.edu/INFORMATION/AFA/Facilities/Moving/ADAFurnitureRequest](http://www.wcupa.edu/INFORMATION/AFA/Facilities/Moving/ADAFurnitureRequest)

WCU provides an on-demand transportation service for students with disabilities that is consistent with transportation provided to the student body. To make arrangements for accessible transportation, a student should visit

[https://www.wcupa.edu/\\_information/AFA/Facilities/shuttleBus/accessibleTransport.aspx](https://www.wcupa.edu/_information/AFA/Facilities/shuttleBus/accessibleTransport.aspx)

### Employees

The Office of Human Resources Services is the designated department that obtains and files disability-related and medical documentation, certifies eligibility for services, determines reasonable accommodations, and develops plans for provision of such accommodations for employees. The Office of Human Resources is located at 201 Carter Drive, 610-436-2800. The Employee Accommodation Request Form, with medical documentation, must be completed before an accommodation can be provided and can be found at

<https://wcupa.sharepoint.com/sites/AF/HR/Forms/Shared%20Documents/ADA%20Accommodation%20Request%20Form.pdf>

Facilities Management is involved in the ongoing process of renovating campus buildings to ensure accessibility for all individuals. Many of the buildings are currently accessible, but some are awaiting renovation. To make arrangements for changes to a particular facility to ensure accessibility, please contact facilities at 610-436-3200.

Furniture requests for employees with disabilities are also handled through facilities at

[www.wcupa.edu/\\_INFORMATION/AFA/Facilities/Moving/ADAFurnitureRequest](http://www.wcupa.edu/_INFORMATION/AFA/Facilities/Moving/ADAFurnitureRequest)

**Reviewed by:** Office for Diversity, Equity and Inclusion

**Policy Owner:** Chief Diversity and Inclusion Officer

**Approved by:**



John Vilella

Vice President of University Affairs and Chief of Staff

March 11, 2021

**Effective Date:** March 11, 2021

**Review Date:** February 1, 2025

**History:**

**Initial Approval:** Unknown

**Review Dates:** January 29, 2021