UNIVERSITY POLICY EO-04.00-12/01

TO: The University of West Florida Community

FROM: Dr. Morris Marx, President

SUBJECT: Reasonable Accommodation and Compliance with the Americans with Disabilities Act of 1990 (ADA)

Responsible Office/Executive: Equal Opportunity and Diversity/Assistant Vice President

Policy/Purpose: To Ensure Non-Discrimination Against Persons with Disabilities in all Areas of The University of West Florida’s Services and Facilities

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. This act protects millions of Americans with disabling conditions from discriminatory practices in public accommodations (including colleges and universities), employment, transportation, and telecommunications. The University of West Florida is committed to ensuring the non-discrimination of persons with disabilities in all areas of the University of West Florida’s services and/or facilities.

Employment

The University of West Florida is committed to non-discrimination against persons with disabilities in all aspects of employment. A person with a disability is defined as any individual who has a physical or mental impairment that substantially limits one or more of such person’s major life activities; who has a record of such impairment; or who is regarded as having such an impairment. The University will take steps to recruit, employ and advance in employment, all qualified persons with disabilities, for any position for which they can perform the essential functions with reasonable accommodations. To facilitate equal employment opportunity and equal access to employment, the University will comply with all provisions of the Americans with Disabilities Act and will provide, upon request, reasonable accommodations to the documented physical or mental limitations of qualified employees or applicants, provided such employment actions are decisions that could have an adverse impact or deny the benefits, terms, conditions, or privileges of employment to any individual(s) solely based on disability or the disabilities of any person who is related to or associated with an employee or applicant.

All University administrators and managers are responsible for ensuring that each employee has equal access to benefits and privileges of employment offered to all other employees. It is important that information about a person’s abilities and limitations be accurate. If a question arises requiring an individual’s disability and their ability to perform the essential job functions, management should determine, through discussion
with the individual, and medical documentation, whether a reasonable accommodation is needed.

Any employee requesting a reasonable accommodation should complete a “Reasonable Accommodation Based on Disability Request Form. These forms are available in the Office of Human Resources, Bldg. 20-East, and The Office of Equal Opportunity and Diversity, Building 11.

**Academics**

The University of West Florida is also committed to non-discrimination against students with disabilities. To facilitate equal learning opportunities and access to facilities, the University will comply with all provisions of the Americans with Disabilities Act. The University will provide, upon request, reasonable accommodations or modifications to policies, practices, or procedures as long as doing so does not fundamentally alter academic programs or impose undue burden on the institution. Arranging accommodations should be a collaborative effort between students, faculty, and the Disabled Students Office. Although students may request specific accommodations, the University may choose to provide other, different accommodations of equal effectiveness.

To ensure that students receive reasonable accommodations, they should register with the Disabled Students Services Office located in building 21 room 130.

**Public Services**

The University of West Florida will not discriminate against qualified individuals with disabling conditions by excluding them from participating in or denying them benefits of the services or programs of the university.

**Public Accommodations**

Public facilities of state universities, such as student unions, museums, athletic facilities, auditoriums, libraries, and recreational facilities must be accessible to individuals with disabling conditions.

**Telecommunications**

Telecommunication relay services for hearing and speech impaired persons will be provided.

Approved by: Morris L. Marx, President  
Date: 1/14/02