

Purpose

The purpose of this policy is to affirm Virginia State University's commitment to a policy of non-discrimination on the basis of disability. The University does not discriminate on the basis of disability in the administration of its educational programs and activities, including admission and employment practices, access to or treatment in programs and services.

Authority, Responsibility, and Duties

This policy governs the conduct of all University employees including faculty, administrators, staff, and students when on the campus of Virginia State University, or on other University property, or in facilities, owned, or controlled by Virginia State University, or being used for a university-related event. Any exceptions in the application or enforcement of these policies must be approved by the President or his designee. The Associate Vice President for Human Resources is responsible for the official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Human Resources.

Definitions

Disability - An individual is considered to have a disability if that individual either (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. (For the purpose of this policy "disability" is defined in accordance with the "Americans With Disabilities Act of 1990, as amended.")

Policy Statements

Subject to the requirements of the Governor's Executive Order on Equal Employment Opportunity and state and federal laws prohibiting discrimination, Virginia State University is committed to provide equal opportunity in education and employment to its students, employees, and applicants for employment on the basis of qualification and merit without regard to race, political affiliation, sex, color, national origin, religion, age, disability (ADA) or veteran status.

The University will provide reasonable accommodation upon request to otherwise qualified disabled individuals who require such accommodation in order to perform the essential functions of their jobs, to meet the academic or technical standards of a University academic program or to have an equal opportunity to participate in University programs or activities. In the event that a program, class, or activity is located in an inaccessible facility, the University will take such actions as relocating classes or services or provide other reasonable accommodations to ensure accessibility.

Virginia State University
Policies Manual

Title: ADA: Accessibility Policy

Policy: 1003

Policy Violations: Any employee or student who engages in conduct determined to be discrimination on the basis of disability or who encourages such conduct by others, will be subject to corrective action which may include suspension and/or discharge.

Obligations and Responsibilities: All employees and students are responsible for conducting themselves in a manner consistent with this policy. Anyone who believes they have been subjected to or observed instances of unlawful disability discrimination should contact the Office of Human Resources. A formal, written complaint is needed from complainants to manage the investigative process effectively.

Procedures: Upon notification of a discrimination complaint, the University shall take prompt and appropriate action in response to the charge presented by the complainant. Any employee of the University being advised of a complaint of discrimination shall immediately refer the matter to the Human Resource Manager for EEO. All complaints under the policy should be filed within *30 days from the date of the alleged discrimination.

Students shall be made aware of the University's prohibition on discrimination through the Office of the Vice President for Student Affairs. Informational sessions shall be conducted minimally once, at the beginning of each semester. Any student requiring an accommodation must request such services directly from the Office of Student Affairs' Students with Disabilities Program. All accommodation requests must be consistent with current documented needs of the student requesting such accommodations. Requests for accommodations may not be furnished without documentation of the disability.

This policy shall be distributed and posted appropriately throughout the campus community, or made available to all members of the campus community through the Office of Human Resources and the Offices of the Vice President for Academic Affairs and Vice President for Student Affairs.

**The University reserves the right to accept and review complaints that are filed later than 30 days from the date of the alleged discriminatory act if, upon preliminary review by the Human Resource Manager for EEO), the President, or his designee determines that there is just cause for the delay in reporting the matter, or that it is in the best interest of the University to review the matter.*

Approval By: _____


President

Date: _____

8/4/10