

Office of the President  
University Policy

<b>SUBJECT:</b> DISABILITIES AND ACCOMMODATIONS	<b>Effective Date:</b> 9-18-12 <b>Amended :</b> 2-8-21	<b>Policy Number:</b> 1.13				
	<b>Supersedes:</b> Presidential Memorandum #88	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Page</b></td> <td style="text-align: center;"><b>Of</b></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">6</td> </tr> </table>	<b>Page</b>	<b>Of</b>	1	6
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Executive Director, Office of Equity & Inclusion						

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all members of the University community and all University facilities,

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It is the policy of the University to provide equal access and opportunity to University employees, and job applicants with disabilities in compliance with federal law, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended. No qualified individual with a disability shall, by reason of such disability, be excluded from participation or denied the benefits of services, programs, or activities of the University, or be subjected to discrimination or lack of access by the University, or by any person acting under the law. The University prohibits discrimination based on disability in the educational process, job application process, and during the employment relationship.

**DEFINITIONS:**

**Disability:** A physical or mental impairment that substantially limits one or more major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment. The impairment may be permanent, chronic, or progressive. An impairment that is episodic or in remission is considered a disability under the ADA if the impairment substantially limit a major life activity when active.

**Employee:** Any University employee including faculty, staff, and student employees. This includes hourly, salary, part-time, and full-time employees.

**Essential Function(s):** The fundamental duties of the position or the primary reason the position exists. The University is not required to eliminate an essential function of a position.

to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The University is not required to create a new position to accommodate an employee. The University determines whether a job function is “essential” on a case-by-case basis. Some of the factors used in determining whether a job function is essential are:

- Whether the reason the position exists is to perform that function;
- The number of other employees available to perform the function or among whom the performance of the function can be distributed; and
- The degree of expertise or skill required to perform the function.

Interactive process: The

- Requests that will disrupt the University's mission to achieve excellence in the interrelated areas of undergraduate education, graduate education, research and public service; and
- Requests for personal use items needed in accomplishing daily activities (e.g. eyeglasses, hearing aids, prosthetic limbs, or a wheelchair).

Student Accessibility Services (SAS): The University's comprehensive academic support services for students, including without limitation advocacy, academic accommodations, Assistive Technology equipment / software training, Assistive Technology Computer Lab, Learning Strategies training, and an active student organization.

Student: For the purposes of this policy, a student is any person who has applied to FAU as degree seeking or non-degree seeking and has been accepted. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FAU, or have been notified of their acceptance for admission are considered "students." The term "student" will also refer to student organizations and persons living in University housing, although not enrolled at FAU.

Undue Hardship: An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the University's size, financial resources, and the nature and structure of its operation. Undue Hardship also refers to an accommodation that is unduly extensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

## PROCEDURES:

### A. STUDENTS

Self-identification and registration with SAS is the student's option and is not mandatory. However, if a student wants the University to provide an academic accommodation and if the student wants to ensure that they are assigned to accessible facilities, a student must identify themselves as having a disability by registering with the SAS.

In order to complete the SAS registration process, it is the responsibility of the student to provide the SAS with a self-reported narrative of their experience of disability, barriers, and requested accommodations. Additionally, supporting documentation from a licensed professional in the field concerning the student's disability and functional limitations resulting from the disability is part of the process for determining accommodations. If the SAS determines that the student's self-report is inadequate and presented documentation is outdated, incomplete, or vague, it is the responsibility of the student to provide additional documentation that appropriately demonstrates the current existence of a disability. It is the responsibility of the student to pay for a new evaluation to document the disability and the need for an academic accommodation. All disability- related records are kept confidential.

exam scheduling, alternate format text requests, scheduling and the ability to review upcoming appointments and exams are all available in the online portal for students to utilize. SAS encourages students to request their accommodations in a timely manner each semester in order to ensure that the appropriate accommodation can be provided.

More specific guidelines and processes for student accommodation requests are available on the SAS website ([fau.edu/sas/](http://fau.edu/sas/)).

facilities shall be barrier free and accessible or provide reasonable accommodations in accordance with applicable law and regulations.

The sponsor, including campus cinemas, lectures and speakers, shall notify potential attendees, that reasonable accommodations should be requested of at least five (5) business days prior to the event or service. For University-sponsored programs and events, the University will use reasonable efforts to provide an appropriate accommodation if the accommodation is reasonable and will not fundamentally alter the event or service.

The University's Office of Equity and Inclusion (OEI) or the University's Student Accessibility Services (SAS) can assist an event sponsor in determining appropriate accommodations and providing resources for potential service providers.

E. COMMUNICATIONS (ELECTRONIC INFORMATION) (201) 254-5272; 1B-567 (a) 0-464 To 51 (1) 041 -0.

4. Hardware and Software. Representatives for University vendors may have limited knowledge of the accessibility of their software and hardware products and their statements about the accessibility of these products may not be fully accurate. It is advisable to conduct testing with individuals who are experienced users of assistive technology software to establish whether claims of accessibility are fully accurate.

5. Voluntary Product Accessibility Template (VPAT). Before the purchase is completed of any technology hardware or software, a Volunta