

January, 2002

P02-01

Supersedes P01-4, P98-05

**SUBJECT: HUMBOLDT STATE UNIVERSITY POLICY AND PROCEDURES
FOR ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

I. POLICY

It is the policy of Humboldt State University to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus, including access to the content and services of World Wide Web pages authored by the University.

II. TERMS

An individual with a disability is any person who has a physical or mental impairment, who has a record of such impairment, or who is regarded as having an impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and participating in community activities.

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological or musculoskeletal systems, special sense organs, respiratory, cardiovascular, reproductive, digestive, genito-urinary, hemic, lymphatic, skin or endocrine systems.

Mental impairment means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Reasonable accommodation is any change in the work or educational environment, or the way things are customarily done within that environment, that enables an individual with a disability to have equal access to employment, educational opportunities, electronic information, and other programs or services offered by the University. Accommodations could include:

1. making existing facilities, services and programs accessible for students, employees, and the general public;
2. making Web-based, official University documents and services accessible, including Web pages associated with administration and services, courses of instruction, departmental programs, and University-funded activities and groups;
3. job restructuring, modified work schedules, acquisition or modification of equipment or devices, modification of training materials;
4. relocating classes, developing alternative testing procedures, providing educational auxiliary aides and qualified readers or interpreters for students with disabilities.

Accommodations will be made unless the Director for Diversity and Compliance Programs determines, after consultation with the appropriate administrator and the Director of Physical Services and/or the Director of Information Technology Services, that such accommodation would impose an undue hardship on the University. Undue hardship includes any action that is unduly costly, extensive, substantial, disruptive, or that would fundamentally alter the nature or operation of the University. Funding normally will be the responsibility of the unit, and should be discussed by the appropriate administrator, Vice President, and Director for Diversity and Compliance Programs.

III. REQUESTS FOR ACCOMMODATION

A. Students:

Requests for accommodations in pursuit of student's academic programs should be made to the Student Disability Resource Center.

B. Faculty:

Requests for accommodations to perform job functions should be made to the Department Chair. The Department Chair will contact the Faculty Personnel Services Office for assistance in exploring possible accommodations.

C. Staff/Administrators:

Requests for accommodation to perform job functions should be made to the immediate supervisor. The supervisor should contact the Human Resources Office for help in exploring possible accommodations.

D. Individuals participating in, attending or benefitting from University-sponsored programs and activities:

Disability accommodation may be available. Request for services should be made to the sponsor of the event. The sponsor will confer with the appropriate office to clarify reasonable accommodations needed and for referral to service provider. Every reasonable effort will be made to accommodate requests.

IV. PUBLICATION OF EVENTS

All notices or publications of events, including posters, flyers, advertisements, commercials, etc. must contain the language that follows. Event sponsors shall publish a telephone contact number for additional information.

**DISABILITY ACCOMMODATION MAY BE AVAILABLE. CONTACT
EVENT SPONSOR (826-XXXX).**

V. COMPLAINTS

Complaints of discrimination based on disabling status may be filed in the Office for Diversity and Compliance Programs. Established California State University disciplinary, grievance, or other complaint procedures will serve as a mechanism for resolving formal complaints of discrimination.

Distribution: All Faculty and Staff