

**Procedure 6950: Internal Procedure for Disability, Accessibility, and Accommodation**

**Summary of Key Changes**

The Procedure has been updated as follows:

- This is a new procedure.
- Provides in one place information on disability, accessibility, and accommodation

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# STOCKTON UNIVERSITY



## PROCEDURE - DRAFT

### Internal Procedure for Disability, Accessibility, and Accommodation

Procedure Administrator: Chief Officer for Diversity and Inclusion

Authority:

Effective Date: TBD

Index Cross-References: 4140 Technology Accessibility Procedure

Procedure File Number: 6950

Approved By: Dr. Harvey Kesselman, President

#### I. PURPOSE

To provide procedural guidelines and information for accommodating students, employees, guests and visitors with disabilities and for providing accessibility to University facilities, parking, websites, publishing and other materials. The procedure is divided into three distinct sections: 1) Students, 2) Employees, and 3) Guests and Visitors.

#### II. DEFINITIONS

The following section provides basic definitions relevant to this procedure.

**Accessibility:** A facility, path of travel, website, or publication that is readily usable by individuals with disabilities. Accessibility also means that individuals with disabilities can acquire independently the same information, engage in the same interactions, and enjoy the same services within the same timeframe, as individuals without disabilities, with substantially equivalent ease of use.

**Disability:** A diagnosed physical, learning or mental impairment that limits one or more of the major life activities.

**Employee:** A person who is a faculty member, staff member, temporary employee (TES), seasonal specialist or student worker.

**Essential Functions:** Fundamental duties of the academic degree program, which the individual is enrolled or the essential functions of a position held by an employee

**Guest:** a person who has been invited by a department, faculty/staff member or student and has an appointment with a specific group, department or person.

**Individual with a Disability:** A person who has physical or mental impairment that substantially limits one or more major life activities, a history or record of such an impairment, or is perceived by others as having such an impairment.

**Matriculated Student:** A student who is enrolled in the University in a degree seeking program.

Non-Matriculated Student: Non-degree seeking individuals taking courses offered by the University.

Otherwise Qualified: An otherwise qualified person is defined as a person who meets the requisite academic and technical standards required for admission or participation in the post-secondary institutions' program and activities with or without reasonable accommodations.

Reasonable Accommodation: An modification or adjustment to a job, the work environment, or the academic programs that will enable a qualified applicant, employee, or student with a disability to participate in the application process, to perform essential job functions, or to perform in a program. An accommodation is not reasonable if it would result in an undue burden or in a fundamental alteration of the employee's position or the academic program requirements.

Undue Burden: Significant difficulty or expense in light of the nature and cost of the accommodation in relation to the size, resources, nature and structure of the University. Undue hardship is determined on a case-by-case basis.

Visitor: A person who arrives to the University without an appointment or invitation and is not a current student or member of the faculty, staff or administration. This definition excludes employees of campus vendors.

### III. STUDENTS

#### A. Academic Accommodations

Any student with a documented disability and/or a temporary impairment is eligible to receive academic accommodations from Stockton's Learning Access Program.

##### 1. Eligibility:

A qualified individual with a disability who seeks services from the Learning Access Program must be a registered student with Stockton University. Accommodations are designed to provide equal access for academic success while maintaining the academic standards of the program.

##### 2. How to Apply:

Students who would like to register with the Learning Access Program should call the main office or email [lap@stockton.edu](mailto:lap@stockton.edu). When a student self-discloses their disability to the Learning Access Program, they should submit dated documentation that identifies the student's diagnosed disability, functional limitations, and suggested accommodations. The documentation will be reviewed on a case by case basis during a personal intake interview.

##### 3. Documentation Guidelines:

Students who had an Individualized Education Program (IEP) or 504 Plan in high school should provide copies of the following: Educational Evaluation, Psychological Evaluation, IEP or 504 Plan and/or documentation of past evaluations. If the student did not have an IEP or 504 plan in high school, a learning, medical or mental health provider can complete the Documentation of Diagnosed Disability Form found on

the Learning Access Program's website or provide a completed medical evaluation. The documentation will be reviewed on a case by case basis during a personal intake interview with one of our coordinators.

4. Accommodation Letters:

At the conclusion of the intake interview, students are provided an accommodation letter, which should be provided to their faculty in person or by email. Students are encouraged to discuss the accommodations with their faculty, but do not have to disclose their specific disability/condition.

Accommodation letters are dated and go into effect once the student provides them to the faculty. Accommodations are not retroactive. If a student delays in presenting a letter to their faculty, the faculty member is under no obligation to grant accommodations retroactively.

5. Renewing Accommodations:

Students that have received services from the Learning Access Program in a previous semester will need to renew their request for subsequent terms. If a student has updated documentation or needs additional accommodations, they should schedule an appointment with the Learning Access Program.

6. Testing Accommodations:

Exam proctoring may be a reasonable accommodation provided by the Learning Access Program. Students should refer to the Testing, Note Taking & Alt Text webpage for documentation and other important information.

B. Housing Accommodations

To qualify for special consideration in the housing assignment process, a student must be registered with the Learning Access Program and have a licensed medical provider complete a Housing Accommodation Request form that is located under Forms and Information on the Learning Access Program website. In addition, students must submit the required documentation prior to the deadline to be eligible for review by the Housing Review Committee. The committee meets on a bi-monthly basis to review requests and if applicable determine arrangements that meet the student's needs. Additional information may be requested. Not all submissions are guaranteed.

C. Program Requirements

In addition to university policies and procedures, students should consult with the Program Coordinator or Director in their major to determine if there are any field-specific considerations that may affect reasonable accommodation (i.e. if such accommodation would fundamentally alter an academic program).

## D. Parking

### 1. Accessible Parking:

No person shall park a vehicle at any time in a handicapped parking space except those who have been issued special identification tags by the New Jersey Motor Vehicle Commission.

### 2. Temporary Accessible Parking:

Students that need a temporary accessible identification must make an appointment with a Coordinator in the Learning Access Program. Physician documentation is required. Once approved, students will obtain their temporary identification card from the Parking and Transportation Department. The temporary handicapped permit is only valid on University property for up to thirty days.

If a student needs to apply for a placard with the state of New Jersey, they should review New Jersey Motor Vehicle Commission's application for vehicle license plates and/or placard.

### 3. Abuse and Penalties:

Under New Jersey law (N.J.S.A. 2C:21-4a), making a false statement or providing misinformation on an application to obtain or facilitate the receipt of license plates or placards for persons with disabilities is a fourth-degree crime and a person who has been convicted of an offense may be subject to pay a fine, such fine not to exceed \$10,000 and a term of imprisonment of up to 18 months.

Parking in an accessible parking space without the proper plates or placard for "Person with Disability" is prohibited and punishable with an initial fine of \$250 and subsequent fines of at least \$250 and up to 90 days of community service.

### 4. Guests:

University students having visitors on the campus should inform them of parking rules and regulations set forth by the Parking and Transportation Department. Registration of a vehicle as a guest/visitor implies awareness of the University Motor Vehicle Regulations and the responsibility to adhere to them. The University does not issue temporary accessible parking placards to guests. Guests requiring handicapped parking must have a New Jersey Motor Vehicle Commission tag/placard.

## E. Student Leave

### 1. Course Withdrawals:

The University provides a permissive time frame allowing students to withdraw from classes with no academic penalty. Withdrawals from courses after the published deadline are not permitted, except in extraordinary circumstances beyond a student's control, such as military service or a serious illness requiring home or hospital care.

**2. Leave of Absence:**

An official leave of absence is permitted for up to five years and must be renewed each term. Students who wish to interrupt their education on these terms must apply for a Leave of Absence/Withdrawal. Students who do not return to Stockton at the specified time must reapply if they wish to return to Stockton. This form must be submitted prior to the drop/add deadline (see the Academic Calendar) for the term the leave or withdrawal will become effective. Please refer to the University Procedure for the Leave of Absence or Withdrawal Procedure.

**3. Withdraw from the University:**

Students who do not expect to continue at Stockton must complete the Leave of Absence/Withdrawal form. Information regarding Leaves of Absence can be found on the Academic Advising web page. This will become a part of the student's official record and will serve to establish the circumstances of the withdrawal. This form must be submitted prior to the drop/add deadline noted on the Academic Calendar.

**F. Technology**

**1. Website:**

Stockton University is committed to making stockton.edu accessible to the widest possible audience, regardless of technology or ability. The website endeavors to conform to level Double-A of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0. These guidelines explain how to make web content more accessible for individuals with disabilities. More information on technology accessibility is contained in Procedure 4140 – Technology Accessibility Procedure.

**2. Accessibility Support and Services:**

Assistive technology software is available in the computer labs and the library. If specialized assistive technology is needed, the student should contact the Learning Access Program for an appointment.

**G. Facilities**

**1. Access on Campus:**

If a student is on campus and is unable to access a physical location, they should contact Campus Police at 609.652.4309.

**2. Event Access:**

If a student has questions about the accessibility of a Stockton event, they should contact the Office of Event Services and Campus Center Operations at [event.services@stockton.edu](mailto:event.services@stockton.edu).

**3. Motorized Means of Transportation:**

Stockton University recognizes small motorized means of transportation for persons with disabilities, such as a Segway, scooter or electric wheelchair, as legitimate means of conveyance through the University's facilities. The individual operating them should do so with regard and

concern for the general public, in addition to building doors, steps, curbs, ramps and/or other potentially destabilizing areas.

Small motorized means of transportation should not be operated in the following ways;

- In a reckless or hazardous manner
- In a manner that is unreasonable for existing conditions
- In a manner that interferes with pedestrian or vehicular traffic.  
Pedestrians in all locations designated for pedestrian traffic shall have the right-of-way over small motorized units.

**Emergency Preparedness:** The configuration of some of the University buildings dictates that individuals with physical impairments or individuals with access/functional needs may require assistance during evacuation. If no one nearby can be of assistance, Campus Police must be notified immediately by dialing 9-1-1 or calling 609.652.4390.

## IV. EMPLOYEES

### A. Accommodations and Parking

#### 1. Notice:

The employee must make the university aware of a need for an adjustment or change concerning some aspect of the job and/or a benefit of employment for a reason related to a disability or chronic medical condition. Notification may include documentation from the employee directly and/or from the employee's physician.

#### 2. Requests:

In most situations, employees or employee representatives should notify the Office of Diversity and Inclusion directly if they believe they need an accommodation to perform one or more essential functions of their position or other workplace adjustment because of a disability or chronic medical condition. An employee or employee representative (e.g. family member) may request a reasonable accommodation at any time orally or in writing. If the request comes in through an employee representative, the request should be confirmed with the applicant or employee.

Employees should use the Reasonable Accommodation Request Form for Employees.

#### 3. Response to a Request for Accommodation:

The Office of Diversity and Inclusion will facilitate the interactive process between the managerial supervisor and employee with a documented disability to identify if a reasonable accommodation that best serves the needs of the employee and the university is necessary. The Office of Diversity and Inclusion works in collaboration with the Office of Human Resources to assist employees with disabilities who seek reasonable accommodations to perform the essential functions of their positions.

4. Medical Information:

The Office of Human Resources will share medical information only with authorized personnel.

If an employee with a disability believes that the University has not met its obligations under the ADA, the employee should appeal to the ADA-504 Coordinator in the Office of Diversity and Inclusion.

B. Employee Leave

1. Absence from Work:

Any employee who is absent from work five or more workdays without notifying the supervisor will be considered to have abandoned the job and may be terminated.

Any employee absent five or more consecutive scheduled workdays must present to the Office of Human Resources a medical certification signed by a physician. Under HIPPA Laws, this certification must be presented directly to the Office of Human Resources. The medical certification will be placed in the employee's confidential medical file.

The University reserves the right to require the presentation of an appropriate physician's statement at any time.

2. Family Leave:

Employees are covered under the New Jersey Family Leave Act and the federal Family and Medical Leave Act. Employees contemplating a family leave must follow the procedure outlined in the Leaves of Absence - Unpaid procedure.

C. Facilities

1. Event Access:

If an employee has questions about the accessibility of a Stockton event, they should contact the Office of Event Services and Campus Center Operations at [event.services@stockton.edu](mailto:event.services@stockton.edu).

2. Motorized Means of Transportation:

Stockton University recognizes small motorized means of transportation for persons with disabilities, such as a Segway, scooter or electric wheelchair, as legitimate means of conveyance through the University's facilities. The individual operating them should do so with regard and concern for the general public, in addition to building doors, steps, curbs, ramps and/or other potentially destabilizing areas.

Small motorized means of transportation should not be operated in the following ways:

- In a reckless or hazardous manner
- In a manner that is unreasonable for existing conditions
- In a manner that interferes with pedestrian or vehicular traffic. Pedestrians in all locations designated for pedestrian traffic shall have the right-of-way over small motorized units.

3. Emergency Preparedness:

The configuration of some of the University buildings dictates that individuals with physical impairments or individuals with access/functional needs may require assistance during evacuation. If no one nearby can be of assistance, Campus Police must be notified immediately by dialing 9-1-1 or calling 609.652.4390.

Information regarding building evacuation can be found at on Stockton's Emergency Management website.

D. Accessible Parking

1. Handicapped Parking:

No person shall park a vehicle at any time in a handicapped parking space except those who have been issued special identification tags by the New Jersey Motor Vehicle Commission.

2. Temporary Accessible Parking Permits:

An employee may request the issuance of a temporary Accessible Parking Permit through the Human Resources Department. To make this request, employees should complete the Employee Accessible Parking Permit request form. Temporary accessible parking permits are issued by Campus Police and are only valid on campus.

3. Permanent "Person with Disability" Parking Placards and License Plates:

Anyone who requires accessible parking for longer than six months will need to contact the New Jersey Motor Vehicle Commission (MVC) and apply for a permanent "Person with Disability" placard and/or license plates.

4. Abuse and Penalties:

Under New Jersey law (N.J.S.A. 2C:21-4a), making a false statement or providing misinformation on an application to obtain or facilitate the receipt of license plates or placards for persons with disabilities is a fourth-degree crime and a person who has been convicted of an offense may be subject to pay a fine, such fine not to exceed \$10,000 and a term of imprisonment of up to 18 months.

Parking in an accessible parking space without the proper plates or placard for "Person with Disability" is prohibited and punishable with an initial fine of \$250 and subsequent fines of at least \$250 and up to 90 days of community service.

For more information, visit the State of New Jersey Motor Vehicle Commission's application for vehicle license plates and/or placard.

V. GUESTS AND VISITORS

A. Accommodations and Parking

The procedural guidelines for guests and visitors requesting accommodations follow.

**1. Accommodations:**

Guests who need accommodations should contact the University department or office that is hosting or coordinating the relevant activity or event to request the specific accommodation(s) needed. Guests also may contact the ADA-504 Coordinator in the Office of Diversity and Inclusion. If possible, guests should request accommodation(s) far in advance of the relevant activity or event. Visitors who need accommodations should contact the University department or office that is hosting or coordinating the relevant activity or event to request the specific accommodation(s) needed. Guests also may contact the ADA-504 Coordinator in the Office of Diversity and Inclusion.

**2. Parking:**

The Campus Accessibility Map is designed to provide information on accessible parking locations, building entrances, and routes throughout the core campus.

If a guest or visitor believes that the University has not met its obligations under the ADA, the guest should appeal to the ADA-504 Coordinator in the Office of Diversity and Inclusion.

**B. Facilities**

**1. Access on Campus:**

If a guest or visitor is on campus and is unable to access a physical location, they should contact Campus Police at 609.652.4309.

**2. Campus Event Access:**

If a guest or visitor has questions about the accessibility of a Stockton event, they should contact the Office of Event Services and Campus Center Operations at [event.services@stockton.edu](mailto:event.services@stockton.edu).

**3. Motorized Means of Transportation:**

Stockton University recognizes small motorized means of transportation for persons with disabilities, such as a Segway, scooter or electric wheelchair, as legitimate means of conveyance through the University's facilities. The individual operating them should do so with regard and concern for the general public, in addition to building doors, steps, curbs, ramps and/or other potentially destabilizing areas.

Small motorized means of transportation should not be operated in the following ways:

- In a reckless or hazardous manner
- In a manner that is unreasonable for existing conditions
- In a manner that interferes with pedestrian or vehicular traffic. Pedestrians in all locations designated for pedestrian traffic shall have the right-of-way over small motorized units.

4. Emergency Preparedness:

The configuration of some of the University buildings dictates that individuals with physical impairments or individuals with access/functional needs may require assistance during evacuation. If no one nearby can be of assistance, Campus Police must be notified immediately by dialing 9-1-1 or calling 609.652.4390. Information regarding building evacuation can be found at Stockton Emergency Management.

VI. REPORTING ACCESSIBILITY and ACCOMMODATION CONCERNS

Accessibility concerns should be directed to the ADA-504 Coordinator, 609-652-4695, [dandi@stockton.edu](mailto:dandi@stockton.edu)

Review History:

|                         | Date |
|-------------------------|------|
| Procedure Administrator |      |
| Divisional Executive    |      |
| General Counsel         |      |
| Cabinet                 |      |
| President               |      |