

I. POLICY

Salt Lake Community College complies with section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (ADA) as amended, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Salt Lake Community College policy is that no qualified person shall, solely by reason of disability, be denied access to, participation in or the benefits of any program or activity operated by the college. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs, activities, and services.

This policy shall in no way be interpreted to impose obligations beyond those required by Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, as amended, or any other applicable federal or state regulations.

II. REFERENCES

- A. The Rehabilitation Act, 29 U.S.C. §§ 701–796.
- B. Americans with Disabilities Act, 42 U.S.C. §§ 12101–12213.
- C. Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/index.html>
- D. U.S. Equal Employment Opportunity Commission <http://www.eeoc.gov/>

III. DEFINITIONS

- A. Accessible: Individuals with disabilities are able to independently acquire 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.
- B. Disability Complaint: A discrimination claim based on disability.
- C. Disability: A physical or mental impairment that substantially limits one or more major life activities.
- D. Qualified Person: A person who satisfies the requisite skill, experience, education, and other related requirements for participating in or benefitting from any program or activity the college operates and who, with or without reasonable accommodations, can perform the essential functions of such activity.

- E. Reasonable Accommodation: Changes or adjustments to the college's practices or environments to afford qualified individuals with disabilities an equal opportunity to participate in and benefit from services provided by the college. Reasonable accommodations shall be authorized in writing by the Human Resources department or Disability Resource Center.

IV. PROCEDURES

A. Providing ADA Compliance

1. Each executive cabinet member is responsible to implement authorized reasonable accommodations and ensure that products purchased, services, programs, web presence, promotional materials, email communications, events and operations within their respective areas of responsibility meet accessibility requirements.
2. Cabinet members are also responsible to ensure that the ADA statement is included on all promotional materials and that all employees receive appropriate ADA training. Specific responsibilities include:
 - a. The following ADA statement should be included on all promotional materials: "Individuals who require ADA accommodations for this event should contact _____ (event organizer name, phone, email) or the college ADA coordinator, (name, phone, email) five business days before the scheduled date of the event."
 - b. The vice president for Finance and Administration is responsible for:
 - (1) maintaining procedures for employees to receive authorized reasonable accommodations as outlined in Human Resources guidelines;
 - (2) including ADA guidance in procurement guidelines;
 - (3) evaluating technology resources (hardware, software, systems, telecommunication products, etc.) for accessibility; and
 - (4) evaluating existing facilities and ensuring that new facilities are accessible.
 - c. The vice president for Student Affairs and Enrollment Management is responsible for maintaining procedures and ensuring that students receive authorized reasonable accommodations as outlined in

the Code of Student Rights and Responsibilities and Disability Resource Center guidelines.

- d. The provost of Academic Affairs is responsible for:
 - (1) ensuring that faculty implement authorized reasonable accommodations as outlined in the Faculty Handbook;
 - (2) ensuring that course materials are evaluated for accessibility; and
 - (3) ensuring evaluating library resources for accessibility.
- e. The vice president for Institutional Advancement is responsible for ensuring the accessibility of the college's external web presence and marketing materials.

B. Requesting Accommodations

Salt Lake Community College is committed to providing reasonable accommodations, in compliance with the Americans with Disabilities Act of 1990, as amended (ADA) and Section 504 of the Rehabilitation Act of 1973.

1. Employees/Potential Employees

Procedures for requesting accommodations are found on the [Human Resources website](#).

2. Students/Prospective Students

Procedures for requesting accommodations are found on the [Disability Resource Center \(DRC\) website](#).

3. Community Members/Visitors

Procedures for requesting accommodations are found on event promotional material and the [Risk Management](#) website.

C. Disability Complaints

Any person who wishes to assert a disability complaint should file a complaint with Risk Management as soon as possible after exhausting other administrative remedies, if available.

Date of last cabinet review: January 20, 2015

The originator of this policy & procedure is the ADA director. Questions regarding this policy may be directed to the originator by calling 801-957-4041.