

POLICY STATEMENT 26

DISABILITY SERVICE, DUTIES, AND COMPLIANCE

POLICY DIGEST

Monitoring Unit: Office of Inclusion, Civil Rights & Title IX
Initially Issued: January 25, 1978
Last Revised: March 23, 2023

I. PURPOSE

To state the policy and procedures for providing disability services and accommodations to students and employees.

the goods, services, facilities, privileges, advantages or accommodations offered. If a public entity can demonstrate that the medication would fundamentally alter the nature of its service, program or activity, it is not required to make the modification.

Impairment: Any physiological, mental or psychological disorder or condition, including those that are episodic or in remission, that substantially limits one or more major life activities when active.

Interactive Process: An informal dialogue between the employer and employee, or student and institution, used to identify the precise limitations resulting from the disability and to determine potential reasonable accommodation that could overcome those limitations.

Major Life Activity: An activity that an average person can perform with little or no difficulty; may include, but are not limited to:

1. Generally, caring for oneself, performing

Individuals with disabilities are encouraged to suggest accommodations based upon their own life and/or work experiences. Such requested accommodations will be duly considered. Nonetheless, LSU reserves the right to select an equally effective accommodation that may be less expensive or impactful on business operations. All accommodation requests will be evaluated thoroughly and objectively on a case-by-case basis.

LSU shall be responsible for collecting and maintaining documentation of the interactive process related to accommodations requested and discussed; any equally effective accommodations identified; business reasons for decisions made; and actions taken on all accommodation requests. This documentation is necessary in order to satisfy annual reporting requirements pursuant to La. R.S. 46:2596.

For additional resources, please see [Appendix C](#).

B. Employees and Applicants for Employment

1. The university will provide reasonable accommodations to applicants or employees with a disability upon request of the employee or applicant. To request accommodation(s), the individual:
 - a. May initiate a request verbally or in writing. If a request is made to an LSU employee other than the ADA Coordinator, the LSU employee receiving the request shall direct the requestor to the application located on , -0.0ire.004 T /Ref2 (o)10()Tj 0.004 Tc -3 0 Td ()4 (

- a. For Classified Jobs: Contact State Civil Service, Testing and Recruiting Office at (225) 925-1911. For more information regarding accommodations, applicants may go to <https://jobs.civilservice.louisiana.gov/TestInformation/Accommodations.aspx>.
- b. For Unclassified Jobs: Contact the **LSU** representative identified in the vacancy announcement for the job being sought. The **LSU** representative shall notify and collaborate with the ADA Coordinator to address the accommodation request.

4. Interview Process

If contacted for an interview, a qualified individual with a disability should notify the hiring manager at that time if an accommodation is needed in order to participate in the interview and, if so, the nature of the requested accommodation. The hiring manager shall notify and collaborate with the ADA Coordinator to address the accommodation request.

C. Accommodations/Auxiliary Aids and Services for Students and Prospective Students

A prospective student with a disability will not be denied admission or subjected to discrimination in admission or recruitment to the university based on their disability. Recruitment of students will be conducted without regard to whether or not a potential student has a disability. All admission criteria and testing will be selected and administered to be accessible to those with a disability.

Prospective students may voluntarily self-identify as an individual with a disability during the admissions process and will be routinely provided information about university services available to students with disabilities. A decision whether to self-identify will not result in adverse treatment of the prospective student.

A student or prospective student who seeks an accommodation/auxiliary aid must engage in the interactive process first by completing the necessary forms and scheduling a meeting with the Office of Disability Services (ODS). Only students who schedule and meet with a representative of ODS will be considered for accommodations/auxiliary aids and services. The meeting may be in person, telephonic or electronic. In all cases in which a student or prospective student

When an auxiliary aid is requested, primary consideration will be given to the student's preference; however, the university may provide an equally effective alternative means of communication depending on the unique circumstances. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual; the nature, length, and complexity of the communication involved; and the context in which the communication is taking place.

Accommodations and auxiliary aids and services will be considered on a case-by-case basis.
ODS

environment also includes university web material displayed on the World Wide Web or in a Web browser, including official university websites and electronic instructional material (text and multimedia)

For all public-facing university websites, university websites that require login credentials, and in-house applications, responsible units will incorporate applicable accessibility standards into the web content. Any accessibility issues identified through testing or end user feedback will be addressed in a timely manner. Websites and applications must include a method of contact for users with disabilities who are having trouble accessing content or services.

Applications will be reviewed by the ADA Coordinator and evaluated on applicable accessibility standards prior to being purchased.

If a unit seeks an exemption to this policy, it must submit a request via the institution's Software Acquisition Process administered by the ADA Coordinator.

General questions concerning website design and accessibility issues, questions concerning all other aspects of the information technology environment, and instructional/academic material should be directed to the Director of Digital Accessibility within the Office of Inclusion, Civil Rights & Title IX.

F. Roles & Responsibilities

1. President: Has final authority for all decisions regarding the implementation of this policy.
2. Vice President for Inclusion, Civil Rights & Title IX: Maintains oversight of accessibility and accommodation efforts for the university; considers and acts on appeals from employees related to accommodation decisions rendered by the ADA Coordinator (See Sec. V.A.1. below).
3. ADA/Title II Coordinator: Coordinates the efforts of the university to comply with Title II of the American with Disabilities Act, receives requests for employment-based accommodations and appeals for student accommodation, investigates disability-based discrimination related complaints, and leads compliance and access efforts throughout campus.
4. Office of Disability Services (ODS): Determines, coordinates, and helps provide all disability-related reasonable and appropriate accommodations or auxiliary aids or services in collaboration with other university departments as necessary for enrolled students with documented temporary and/or permanent disabilities at the university. ODS serves as a campus resource for matters concerning persons with disabilities and provides information to potential students and their families on the services available to students with disabilities.
5. Director of Digital Accessibility: responsible for ensuring the information technology environment is as accessible as possible and in conformance with applicable accessibility standards
6. Office of Facility & Property Oversight: Provides technical support on matters involving university facilities and premises, is responsible for partnering with the LSU ADA Coordinator to monitor the accessibility of university facilities and premises by persons who are disabled, and administers physical improvements for enhanced accessibility.

7. Office of Procurement: Makes best faith efforts to ensure all contractual agreements with Louisiana State University comply with current laws and regulation.
- 8.

person in the exercise or enjoyment of rights under the ADA.

VIII. CONFIDENTIALITY

APPENDIX C

For additional resources, individuals with disabilities may contact Rikki Nicole David, State ADA Coordinator, at rikki.david@la.gov or (225) 342-1243.

Individuals may also contact or file a complaint with the following:

- [U.S. Equal Employment Opportunity Commission \(EEOC\)](#) pursuant to Title I (29 CFR § 1630.1 – 1630.16) at 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only) or 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only).
- [Louisiana Commission on Human Rights](#) pursuant to La. R.S. 23:323 et seq at 225-342-6969; or
- [U.S. Department of Justice \(DOJ\), Civil Rights Division](#), pursuant to Title II (28 CFR § 35.101 – 35.190) at 202-514-3847 or 202-514-0716 (TTY for Deaf/Hard of Hearing callers only).

Be advised that strict time limitations apply for filing complaints with these governmental agencies.