

## **Physical Access Policies and Procedures for Students with Disabilities**

### Exterior and Interior Doors

Students who, by reason of their impairment, cannot independently operate exterior or interior doors, may require additional accommodations and assistance to ensure access to the campus. This is determined during the initial intake with the Director, or when the student first notifies the Disability Resource Program (DRP) of this need. Students who receive this accommodation shall be granted priority registration for future semesters, and must submit a timely Service Request form to DRP each semester along with their course schedule and classroom assignments. Students must notify DRP if their schedule changes at any point during the semester (e.g., during the drop/add period.)

During the initial intake process, and during priority registration in future semesters, DRP will work closely with the student and the Facilities department to identify which doors and/or classrooms the student can independently access, and which present an access barrier. Concurrently, DRP will work closely with Facilities and the Faculty Support department to determine how program access will be achieved. To the greatest extent possible, the student's courses will be assigned or reassigned to those classrooms known to be independently accessible to the student.

When this is not feasible, DRP will work closely with Faculty Support, Facilities, and the Records department if needed, to identify specific individuals (e.g., the professor, one or more fellow students, or a staff person) who will implement this accommodation promptly and consistently by opening the door for the student. The DRP will advise the designated individual(s) on how to provide this accommodation in a sensitive manner that preserves the student's confidentiality and dignity. The designated individual(s) for each class will be identified on the student's Accommodation Letter each semester. Additionally, the Campus Accessibility Map identifying ramps, automatic doors, street-level access, accessible elevators, accessible routes and locations of accessible bathrooms will be attached to the Accommodation Letter or otherwise provided to the student in an accessible format.

### Reserved Seating and Ergonomic Chairs

Students whose accommodations include reserved seating and/or an ergonomic chair will receive an email prior to each semester explaining the policy and procedures for securing their reserved seating and/or chair. To initiate and facilitate this process, students must submit a timely Service Request form to DRP each semester along with their course schedule and classroom assignments. Students must notify DRP if their schedule changes at any point during the semester (e.g., during the drop/add period.)

Prior to the first day of classes, or at the earliest feasible time, students must fill out a temporary Reserved Seating form (students should notify DRP if they require assistance completing this form.) This form can be found in the plastic mail bin outside of Room 464; students may also request this form from any DRP staff. Students will need to fill out their initials, the professor's name, and the course name and scheduled time for each class. They must then place these slips in their desired seating location in each classroom. Students who require an ergonomic chair

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must contact [drp@uchastings.edu](mailto:drp@uchastings.edu) once they have positioned their slips in order for the ergonomic chairs to be placed in the student's designated spot.

After the add/drop dates for classes, these slips will be replaced by a permanent (laminated and affixed in place) reserved seating sign. In an effort to maintain students' confidentiality, neither the temporary slip nor the permanent reserved seating sign identify the student(s) by name, nor do they indicate that the seats are reserved by the DRP or for students with disabilities. The signs do identify the day(s), time(s) and course(s) for which the seat is reserved, and the corresponding initials for each designated student(s.) Only the designated student is permitted to sit in their reserved seat during their class.

The DRP will work closely with Facilities to ensure that, once identified, assigned and affixed, the reserved seating signs remain in place throughout the semester and that the designated seat or chair is consistently available. Students are advised to immediately notify DRP if their designated seating is not available, or if the reserved seating sign is missing or has been moved. Facilities will be provided with a list of designated seating for each classroom, along with extra designated seating signs, and will check that each reserved seat has the appropriate signage as part of their regular nightly routine for each classroom.

### **Accessible Classroom Configurations**

During the initial intake process (or at such time that a registered DRP student notifies the department of this need), the Director will identify those students with mobility impairments, including those who use wheelchairs and those with reserved seating and/or ergonomic chairs, who require particular classroom configurations in order to maneuver through the classroom(s) and access their designated seat. The DRP will work closely with the student, Facilities, and if applicable, Faculty Support, to determine those classrooms whose standard configuration is accessible to the student, and which classrooms require different configurations to be made accessible. When feasible, some courses may be assigned or reassigned to classrooms whose standard configuration is accessible.

Specific classroom configurations are determined with input from both the student and Facilities. Each semester the student must submit a timely Service Request form to DRP along with their course schedule and classroom assignments. Students must notify DRP if their schedule changes at any point during the semester (e.g., during the drop/add period.) A copy of the student's current course schedule noting which classroom(s) need to be reconfigured will be attached to the student's Accommodation Letter each semester. The DRP will provide Facilities with a schedule of courses whose classrooms need to be reconfigured. Facilities will implement this accommodation to ensure that the classroom(s) are consistently configured to provide program access to the student.