

Accessible Environments and Disability Accommodations	Procedure Number	593
	Effective Date	January 1, 2020

1.0 PURPOSE

UA-PTC is committed to meeting the needs of students, employees, visitors, alumni, and other stakeholders with disabilities. This policy outlines which department/entity is responsible for providing accommodations and the appropriate funding sources.

The College strives to provide usable, equitable, inclusive, and sustainable environments free from all discrimination, including discrimination based on disability. In keeping with this, the following procedures has been developed to provide delineation of responsibility for providing accommodations.

2.0 REVISION HISTORY

Adopted on:
January 1, 2020

Revised on:
November 2019

3.0 PERSONS AFFECTED

Students, employees, and campus community

4.0 DEFINITIONS

5.0 PROCEDURES

1. Interpreters, Scribes, and Transcription

Office of Counseling and Disability Services (OCDS)

- Hiring unit will provide and fund interpreters or transcribers for employees at department meetings and work-related assignments upon request. For a new hire, if the department was not able to budget for this expense, the OCDS will assume this responsibility until the end of that fiscal year, after which time the OCDS will provide and fund interpreters or transcription services for students for classes.
- Interpreters, scribes, and transcription services may be available for extra-curricular activities, labs, field trips related to course work, and tutoring sessions, as appropriate, and upon reasonable request by the student.
- OCDS will provide and fund interpreters or transcribers upon request for UA-PTC-sponsored social events or programs that are not directly related to an academic class, such as workshop, organizational meeting, or event. The department or sponsoring organization is responsible for

funding services. Note: The exception is when the event is financed by fees or ticket sales.

- UA-PTC Sponsored Events:

UA-PTC Sponsored Events requesting a sign language interpreter or other DS Services must notify the OCDS two weeks prior to the scheduled event. When UA-PTC sponsored events or programs are financed by fees, grant funds, or ticket sales, the sponsoring unit will be responsible for costs associated with sign language interpreters and other DS Services requested.

- Outside Organizations Using UA-PTC Facilities:

When outside organizations utilize UA-PTC facilities, they are responsible for funding and hiring interpreters. The college will not provide interpreters, scribes, or Transcription Services. All outside organizations using UA-PTC Facilities must agree to these terms. This information will be included in the UA-PTC Facility Rental Agreement or future MOU's with outside organizations using our facilities.

Human Resources (HR)

- HR will provide and fund interpreters, scribes, or transcription services for applicants for interviews, as well as for all grievance procedures or complaints by employees or applicants.
- The OCDS will coordinate with HR to schedule interpreting or transcribing resources as needed. Advanced notice is required per the interpreting vendors contract.
- HR will coordinate with Purchasing to obtain scribes and transcription services.

Program Sponsors / External

- When UA-PTC-sponsored social events or programs are financed by fees or ticket sales, the sponsor of the program will provide and fund interpreters or transcribers upon request. The OCDS will provide interpreting or transcribing resources as needed.

2. Written Materials

OCDS

- Obtain textbooks in an accessible format for students, upon reasonable request.
- Provide technical assistance and training to faculty on accessible formats for materials for students.
- Upon reasonable request by department, convert materials for students to Braille.

Department/Unit

- Provide reasonable materials needed for an employee in digital, large print or similar format. For Braille requests, provide materials to OCDS for conversion.

Faculty

- Provide materials needed for students (handouts, PowerPoints, slides) upon reasonable request for digital, large print or similar format. Contact OCDS with questions about format accessibility. Handouts are to be given to student at same time as the other students in class (or earlier). For Braille requests, provide materials to OCDS for conversion.
- Design all written materials in an accessible way to minimize the need for an individual accommodation.

3. Multimedia

- For existing multimedia materials that are not accessible, the department owning the media will provide it to the Administrative Computing and OCDS to add captions. The departments will work jointly to provide and pay for adding captions. Priority is given to classes that have or will soon have a deaf student enrolled.
- If captions on existing materials is needed with rapid turnaround, the department/unit has the option of purchasing a captioned version of the media at their expense, or will be given resources to have it captioned by an outside company at the department's expense.

4. Web Accessibility

OCDS

- Provide technical assistance and training to faculty on web accessibility, including tagging images and captioning videos.

Department/Unit

- No inaccessible information will be posted to any www.uaptc.edu site. Each unit is responsible for posting web content that is accessible. Visual elements, such as images, should be described, and auditory elements, such as videos or audio streams, should be captioned or at a minimum transcribed. Request technical assistance and training from the OCDS. Content posted to the UA-PTC website must be approved by the appropriate Dean or Director, and then reviewed and posted by the UA-PTC PR/Marketing Department.

5. Adaptive Equipment/Materials

Department/Unit

- Accessibility needs will be incorporated into renovations.
- 3-D models, lab equipment, other assistive technology as needed under \$500 are provided and funded by the College school or unit.

6. Outside Organizations Using UA-PTC Facilities

- When outside organizations utilize UA-PTC facilities, they should sign an agreement that they will provide accommodations, such as interpreters and alternate formats if needed.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	UA-PTC Policy Review	November 1, 2019
Ratified by:	Mason Campbell, Student Affairs Office of Counseling and Disability Services	December 2019 December 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	January 1, 2020
UA Policy Alignment		