

CAMPUS ACCESS PLAN

The *Concord University Campus Access Plan* allows university community members with a disability meaningful access to services, events, and classes.

The campus ADA Director is Mr. Rick Dillon, Interim Dean of Students and Director of Housing & Residence Life. He may be reached at telephone number 1-800-344-6679, extension 5231, or by mail at Campus Box D-129, P.O. Box 1000, Concord University, Athens, WV 24712. Mr. Dillon may also be contacted by e-mail at rdillon@concord.edu.

The campus 504 Director is Dr. John David Smith, Interim Academic Dean and Vice President for Academic Affairs. He may be reached at telephone number 1-800-344-6679, extension 5241, or by mail at Campus Box 32, P.O. Box 1000, Concord University, Athens, WV 24712. Dr. Smith may also be contacted by e-mail at jdsmith@concord.edu.

The University Disability Services Coordinator is Mrs. Nancy Ellison. The Office of Disability Services is located on the ground floor of the Student Center and can be reached by telephone at 1-800-344-6679, extension 6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712. Mrs. Ellison may also be contacted by e-mail at nellison@concord.edu.

Services and Programs

- 1) The majority of campus services and programs are housed in accessible buildings.
- 2) The following buildings are not accessible to persons with a mobility impairment.

Bonner House

Woodrum (ALEF) House

Sarvay Residence Hall

Wooddell Residence Hall

- 3) The following buildings are partially accessible to persons with a mobility impairment.

Carter Center-The elevator in the Carter Center is not ADA-compliant; therefore access to classrooms on the second floor of the building is limited to only some wheelchairs.

Maintenance Building – Although this building has a ramp which allows access, fully accessible restrooms can be found on the main floor of the Fine Arts Building and the Carter Center.

- 4) In the event a student with a mobility impairment needs to access a service housed in one of the inaccessible or partially inaccessible buildings, the student should contact the designated responsible person, or the campus Disability Coordinator, to administer an accommodation which allows the student meaningful access to the service.
- 5) For each building, the designated responsible person and telephone extension is provided:

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|-------------------------|--|------|
| Maintenance Building | Jeff Shumaker, Physical Plant Director | 5357 |
| Woodrum (ALEF) House | Rick Dillon, Interim Dean of Students and Director of Housing & Residence Life | 5231 |
| Sarvay Residence Hall | Rick Dillon, Interim Dean of Students and Director of Housing & Residential Life | 5231 |
| Wooddell Residence Hall | Rick Dillon, Interim Dean of Students and Director of Housing & Residential Life | 5231 |
| Carter Center | Kevin Garrett, Athletic Director & Anita Conner, Administrative Assistant to the Athletic Director | 5347 |

- 6) When the designated responsible person becomes aware of, or is contacted by, a student with a mobility impairment who needs access to a service housed in a building for which he or she is responsible, that person should work to provide meaningful access by offering the service to that student in an alternate, accessible, and appropriate location. If a confidential reason is needed for meeting space, please contact Nancy Ellison, Disability Services Coordinator at 6086.
- 7) If the student's need for access to services housed in one of the inaccessible buildings is frequent, regular and ongoing serious consideration should be given to the feasibility of a physical modification.
- 8) Requests for access to services should be addressed immediately and a solution provided within two working days (with the exception of solutions that require physical modifications).
- 9) Disabled students who anticipate the need for access to services in buildings that are inaccessible or partially inaccessible should make this need known as soon as possible to allow sufficient time for the designated responsible person to develop and implement a method of access.
- 10) Whenever the designated responsible person cannot promptly and easily identify a method of meaningful access, he or she should coordinate an appropriate response with Nancy Ellison, the campus Disability Services Coordinator at telephone number extension 6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712

Events

- 1) Whenever possible, events will be scheduled in rooms and buildings that are accessible to those with disabilities.
- 2) Posted or distributed notices of events should include the name and number of the campus Disability Services Coordinator, who can arrange accommodations for those with disabilities. **Persons with a disability should contact Nancy Ellison, extension 6086, if special accommodations are required for this event.**
- 3) The Disability Services Coordinator will give immediate attention to request for accommodations. Events will be moved to accessible locations, preferential seating will be provided, and/or other reasonable accommodations will be made.
- 4) Those with a disability who anticipate the need for accommodations at campus events should make this need known as soon as possible to allow sufficient time for an accommodations to be developed and implemented.

Classes

- 1) Most classes are held in buildings and areas that are accessible.
- 2) Disabled students should preregister or register for classes following standard university procedures.
- 3) If the student selects a class to meet in a location that is physically inaccessible to the student, he/she should certainly register for the class.
- 4) After preregistration or registration, students with a disability should immediately deliver a copy of the Registrar's print-out of their schedule to Mrs. Linda Austin, Executive Secretary in the Associate Dean of Academic Affairs Office, Office #A-240 on the main floor of the Administration Building. Mrs. Austin can be contacted at telephone number 304-384-5220.
- 5) Mrs. Austin, who is responsible for arranging classroom locations, will address any physical accessibility issues apparent in the student's schedule, and if necessary, move classroom locations to accommodate the student.
- 6) She will also flag the student's courses on her listing, so that any later changes in the classroom locations will not be made without considering the presence of a student with a disability.
- 7) The student's timely registration, prompt delivery of the schedule to Mrs. Austin, and notification of any apparent accessibility issues should allow sufficient time for the necessary accommodations to be arranged and also prevent later classroom changes that would impede the student's access to class.

Procedure for Administering Testing Accommodations

1. Any student with a disability requesting academic accommodations must be registered with the Office of Disability Services, Student Center, ground floor.
2. The student requesting accommodations must provide the Office of Disability Services (ODS) or Student Support Services (SSS) with documentation to verify disability diagnosis. Documentation must be from a physician, therapist, vocational rehabilitation counselor, or other professional qualified to make the diagnosis, and must meet the following requirements:
 - Be on letterhead stationary
 - State the specific diagnosis/disability
 - Include the professional's recommendation (if any) for accommodations needed to assist with the academic program
 - List any medications the student is taking for the disability
 - Be dated within the past 3 years or from a high school if an IEP
3. ODS or SSS will write a memo to faculty members detailing appropriate accommodations. The student is responsible to provide a copy to the professor(s) needing to supply accommodation. The professor may meet with the student in private to discuss the accommodations and may address any concerns or questions to ODS or SSS. **NOTE:** (a) student does not have to disclose any details about his/her disability to the faculty member, (b) the memo does not contain an accommodation ending date because once it is written, it is valid until changed and may be used as is until the student is finished at Concord, (c) concerns must be resolved immediately. Faculty must not refuse an accommodation; instead, postpone the situation in question (e.g. testing) and discuss the concern with ODS or SSS.
4. When the professor announces an upcoming test, or the student sees on the syllabus that one is approaching, the student should speak with the professor to remind him/her of the testing accommodation and the need to deliver a copy of the test to ODS or SSS. The student is also required to speak with his/her disability service provider in ODS to schedule the test.
5. A disability service provider from ODS will contact the professor to confirm the test date, time and delivery method.
6. The professor is responsible for delivering the test to ODS whether in person, or through campus mail, e-mail, or a responsible student worker. The professor should include any instructions important to the administration of the test (for example, what materials, if any, the student may use, such as dictionary, books, handouts, calculators, etc.)
7. Every effort will be made to administer the test at the same time as it is scheduled for the class except if the student's schedule for other classes before and/or after the test would interfere with the accommodation of extra time. The only other exception would be if several other tests have already been scheduled at the same time in ODS and there is no room for the student to work. In these cases, the test may be given shortly before or after the regular time.
8. Professional staff in ODS cannot be free to watch over the student throughout the exam period. However, the student is not allowed to bring his/her backpack or materials (other than those the professor specified as acceptable) into the exam space, and any paper required is provided by ODS. ODS staff will periodically check on the student during the test and a camera will monitor their behavior. Any irregularities will be reported to the professor.
9. Once the student has completed the test, ODS will return it to the professor as soon as possible either in person or in a sealed-signed envelope. Professor should notify the disability service provider of any preference in return procedures (for example, under the door of the office, in the Division mailbox or with the Division secretary if the professor is not available).

10. Professors who prefer to provide the testing accommodations themselves should consult with ODS to ensure that the appropriate accommodation are delivered in a suitable fashion.

** As a final note to both students and professors, we ask your cooperation in following these procedures. You must remember how many there are of you, and yet only one professional on campus providing these services. With your assistance, in fulfilling your responsibilities, we can smoothly meet the University's obligation to provide special testing accommodations.

Disability Restrooms – Disability restrooms are found in the following buildings:

- 1) North Tower Residence Hall – The unisex disability restroom is located in the main lobby, immediately to your right upon entering the building.
- 2) Student Center – There are 2 disability restrooms, one male and one female, located on the 2nd floor of this building.
- 3) Marsh Library – There are 2 disability restrooms, one male and one female, located on the ground floor of the Marsh Library. Use the disability entrance on the provided disability pathway to access the restrooms.
- 4) Marsh Hall (Ad. Building) – There are 6 disability restrooms, 3 male and 3 female in Marsh Hall. One male and one female disability restrooms are located on each of 3 floors.
- 5) Science Hall – Marsh Hall and the Science Building are connected buildings. There are 2 disability restrooms located on the ground floor of the Science Building, one male and one female.
- 6) Fine Arts Building – There are 2 disability restrooms, one male and one female, located on the main floor of this building. Follow the disability pathway, enter at the automatic disability door, the bathrooms will be immediately on your right.
- 7) Carter Center – There are 2 disability restrooms, one male and one female, located on the ground floor, off the main lobby and in the administration office section of the building. Follow the disability pathway.
- 8) The Rahall Center – This building has an accessible bathroom on each floor.

Disability-Access Map

For information referencing accessible pathways, entrances, and restrooms please consult the Concord University Campus Access Map, located in the *Concord University Student Handbook*, the main campus sign located in front of the Student Center, and on the Concord University web page, <http://www.concord.edu/Pages/resources/index.html>. A printed map detailing pathways of accessibility can be obtained from the Student Center Main Office, or the Office of Admissions.

The Campus Access Plan is also available in brail and can be obtained at the Office of Disability Services.