

## Concord University Campus Access Plan

### 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, Vice President of Administration and Associate Dean of Students. 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: [rdillon@concord.edu](mailto:rdillon@concord.edu).

The campus 504 Coordinator is Dr. Cheryl Barnes, Associate Academic Dean. She may be reached at telephone number 304-384-5220 or by e-mail: [cbarnes@concord.edu](mailto:cbarnes@concord.edu).

The University Disability Services Coordinator is Ms. 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. Ms. Ellison may also be contacted by e-mail: [nellison@concord.edu](mailto: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 mobility impairment.
  - a. **Bonner House**
  - b. **Observatory**
  - c. **Sarvay Residence Hall**
  - d. **Wooddell Residence Hall**
  - e. **Mill St. Hall**
  - f. **ALEF House I**
  - g. **ALEF House II**
  - h. **Marsh Upward Bound House**
  - i. **Grant House I**
  - j. **Grant House II**
3. The following buildings are partially accessible to persons with 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, fully accessible bathrooms can be found on the main floor of the Fine Arts Building located next to 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 Director 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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<b><u>Bonner House:</u></b> Kathy Ball (Director of Bonner Services)	304-384-6009/6080
<b><u>Carter Center:</u></b> Kevin Garret (Athletic Director) and Anita Conner (Administrative Assistant to the Athletic Director)	304-384-5347
<b><u>Maintenance Building:</u></b> Gerry VonVille (Physical Plant Director)	304-384-5266
<b><u>Sarvay Residence Hall:</u></b> Bill Fraley (Director of Residence Life)	304-384-5231
<b><u>Wooddell Residence Hall:</u></b> Bill Fraley (Director of Residence Life) <b><u>Mill</u></b>	304-384-5231
<b><u>Street Hall:</u></b> Bill Fraley (Director of Residence Life)	304-384-5231
<b><u>ALEF House I:</u></b> Bill Fraley (Director of Residence Life)	304-384-5231
<b><u>ALEF House II:</u></b> Bill Fraley (Director of Residence Life)	304-384-5231
<b><u>Marsh Upward Bound House:</u></b> Jay Wright (Director of Upward Bound)	304-301-4505
<b><u>Grant House I:</u></b> Gail Murano (Project Assistant Administrator)	304-716-4619/4402
<b><u>Grant House II:</u></b> Gail Murano (Project Assistant Administrator)	304-716-4619/4402

When the designated responsible person becomes aware of, or is contacted by, a student with 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 304-384-6086

6. If the student's need for access to the 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.
7. 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).
8. Students with disabilities 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.
9. 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 304-384-6086, 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

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disabilities. Persons with a disability should contact Nancy Ellison, extension 6086, if special accommodations are required for events.

3. The Disability Services Coordinator will give immediate attention to the 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 accommodations to be developed and implemented.

### **CLASSES**

1. Most classes are held in accessible buildings and areas.
2. 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.
3. After registration, students with a disability should immediately deliver a copy of the Registrar's printout of their schedule to the Associate Dean of Academic Affairs Office, Room A-240 on the second floor of Marsh Hall.
4. The Associate Academic Dean's Office, is responsible for arranging classroom locations and will address any physical accessibility issues apparent in the student's schedule, and if necessary, move classroom locations to accommodate the student.
5. The Associate Academic Dean's Office will notify the student of any changes in classroom locations, courses listing, so that any later changes in the classroom locations will not be made without considering the presence of a student with a disability.
6. The student's timely registration, prompt delivery of the schedule to the Associate Academic Dean's Office, 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 (ODS), Student Center, ground floor, Room 107.
2. The student requesting accommodations must provide the Office of Disability Services (ODS) 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:

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- a. Be on letterhead stationery
  - b. State the specific diagnosis/disability
  - c. Include the professional's recommendation (if any) for accommodations needed to assist with the academic program
  - d. List any medications the student is taking for the disability
  - e. Be dated within the past 5 years or from a high school if an IEP
3. ODS will write a memo to faculty members detailing appropriate accommodations. The student is responsible for providing a copy to each professor(s) whom accommodation is being requested. The professor may meet with the student in private to discuss the accommodations and may address any concerns or questions to ODS.
- 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 has graduated or is no longer enrolled at Concord, (c) concerns must be resolved immediately. Faculty must not refuse to provide accommodations; instead, the faculty member should postpone the situation in question (e.g. testing) and discuss his/her concern with ODS.
4. When a 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 either deliver a copy of the test to ODS or arrange for alternative testing accommodations. 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 a quiet environment. In these cases, the test may be given shortly before or after the regular time.
8. Professional staff in ODS cannot be free to continually proctor the student throughout the exam. 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

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the test and a camera is used to observe their behavior when not continuously monitored. 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. Professors 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 accommodations 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 this service. 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 ADA compliant restroom is located in the main lobby, immediately to your right upon entering the building.
2. Jerry and Jean Beasley Student Center - There are two compliant restrooms, one male and one female, located on the 2nd floor of this building.
3. Marsh Library - There are two compliant 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. There is a unisex ADA bathroom located on the main Library floor.
4. Marsh Hall (admin. building) - There are six ADA compliant restrooms, three male and three female in Marsh Hall. One male and one female compliant restroom is located on each of three floors.
5. Science Hall - The ADA compliant restrooms (1 male and 1 female) are located on the ground floor of the Science Hall.
6. Fine Arts Building - There are two compliant 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 - ADA compliant unisex restrooms are located off the main entrance, in the Athletic Office's area.
8. Rahall Technology Center – This building has accessible bathrooms on each floor.
9. University Point – This building has accessible bathrooms on each floor.

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### **DISABILITY-ACCESS MAP**

For information referencing accessible pathways, and entrances, please consult the Concord University Campus Access Maps, located in the Concord University Student Handbook, and on the campus signs located in front of the Student Center, in front of the Mill Street Residence Hall, and the Rahall Technology Center. A printed map detailing pathways of accessibility can be obtained from the Student Center Main Office, the Office of Admissions, or on the University webpage. The Campus Access Plan is also available in Braille and can be obtained at the Office of Disability Services. A copy appears at the end of this document.

### **SERVICE AND ASSISTANCE ANIMALS**

Concord University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Office of Disability Services, located on the ground floor of the Jerry and Jean Beasley Student Center, Room 107. Students requesting to have service or assistance animals in the residence halls will also need to communicate with the Office of Housing and Residence Life or Student Affairs to receive permission and make arrangements with the Director of Housing and Residence Life for the animal to reside in University owned housing.

The following information includes various laws governing service or assistance animals, including definitions of service and assistance animals.

- Title II of the American Disability Act (ADA) applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses). Additionally, animals that serve solely as crime deterrents or provide emotional support, comfort or companionship are not considered service animals under the DOJ's definition in Title II.
- Title III of the ADA applies to business and nonprofit entities that are "public accommodations" such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place or public accommodation. As in Title II, the definition of service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.
- Section 504 of the Rehabilitation Act applies to any institution receiving federal financial assistance, which includes nearly all public and private colleges and universities and

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states that a college/university may not impose upon a student with disabilities any policy that has the effect of limiting the participation of the student with disabilities in the University's educational program or activity. The Department of Education's Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for their interpretation of Section 504 of the Rehabilitation Act.

- The Fair Housing Act applies to residential "dwellings", including "any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families." §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. To date, there has not been affirmation by the court system as to whether the FHA applies to residential dormitories as there is legal debate whether "family" includes a single individual according to the legal definition. The FHA applies only to residential dwellings and not to academic, administrative and common areas on campus.

After reviewing the aforementioned laws, Concord University has developed the following Service and/or Assistance Animal policy:

- With respect to a request for a service or assistance animal, Concord University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, the University must balance the needs of the individual with the impact of the animal on other campus community members.
- Where it is not clear that an animal is a service animal as defined by the ADA, Concord may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under disability legislation. The University may require any or all of the following:
  - Documentation from a treating physician or mental health provider showing that the service or assistance animal is required in order for the student to be successful in completing his/her degree requirements, including how the animal assists the student.
  - Documentation detailing or verifying the appropriate training of the service or assistance animal.
  - Documentation from a veterinarian that the animal is current on vaccinations and all veterinary care, including flea and tick control.
  - Documentation that said veterinary care is kept up to date throughout the duration of the animal's residency on campus.
  - For assistance animals which do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet requirements under the Fair Housing Act, and have been approved by the Director of Housing & Residence Life, the following policy will be enforced:
    - Assistance animals will be permitted only in the residence hall in which the approved student resides, and must be harnessed, leashed, or

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tethered when not in the resident's individual room. Assistance animals will not be permitted in academic buildings, administrative buildings, or residence halls in which they do not reside.

- In order to ensure the safety of others as well as the animal, assistance animals must be harnessed, leashed, or tethered at all times on University Property, with the exception of the resident's individual room. Assistance animals must also be kept in a cage or carrier in the room when the student is not present in the room.
- For all residential students who are approved to have service or assistance animals living in their residence hall room the following guidelines will be enforced.
  - Residents with service or assistance animals may be required to pay the additional private room fee, unless they are able to provide a roommate who agrees to share a room with the service or assistance animal.
  - Residents may be subject to monthly health and safety inspections, in addition to the regular bi-semester inspections.
  - Residents with service or assistance animals will be required to complete additional documentation with Office of Residence Life Staff as mentioned above.
  - Residents must read and sign the Service/Assistance Animal in Residence Hall Agreement.



**Campus Access Map**

