

AMERICANS WITH DISABILITIES ACT QUICK FACTS



Implementation for Staff and Faculty

Troy University
2017

Expectations of all university employees

- Provide accessible programs, services, activities, reasonable accommodations, and a harassment-free environment to students and employees who have documented disabilities and/or known disabilities.
- Students, employees and members of the public should be free from any discrimination related to a protected class stemming from their request for accommodation.
- Students, employees and members of the public should be free from retaliation as a result of requesting accommodations, or initiating formal complaints.
- Records that contain material related to a student or employee's disability should be kept confidential.
 - Disability will not be part of student academic records
 - Disability information may not be shared with others without permission
 - Disability information not be part of employment files or other permanent records without permission or required by law

Students/Prospective Students with ADA Accommodation Needs

Who should students notify?

Refer the student to the Disability Services Office on the appropriate campus. For service center and online students, contact the Disability Services Coordinator for Global Campus.

What happens next?

1. Disability Services will schedule a consultation with student to discuss needs for appropriate accommodation(s).
2. Student will sign appropriate release form and complete an Application for Disability Services.
3. Student will provide appropriate documentation of their disability (medical or other appropriate authority).
4. Disability Services will review documentation and send letter to student approving of accommodation(s), or disapproving as “unreasonable”.
5. Disability Services will notify faculty or other appropriate university supervisors of the accommodation approved for the student, and direct the implementation.

Employees with ADA Accommodation Needs

Who should employees notify?

Refer employees to the Human Resources Office.

What happens next?

1. Human Resources will schedule a consultation with the employee to discuss needs for appropriate accommodation(s).
2. Employee will sign appropriate release form and complete an Application for Disability Services.
3. Employee will provide appropriate documentation of their disability (medical or other appropriate authority).
4. Human Resources will review documentation and send letter to employee approving of accommodation(s), or disapproving as “unreasonable”.
5. Human Resources will notify appropriate university supervisors of the accommodation approved for the employee, and direct the implementation.

Role of University Officials & Students

University Officials

1. Discuss needs with identified individuals with disabilities – initiate dialogue for clarity.
2. Screen all documentation to evaluate accommodation needs.
3. Communicate with all parties to address accommodation needs/actions.
4. Eliminate barriers affecting successful course/job performance.
5. Refer to other available campus and off-campus resources.
6. Maintain confidentiality.

Students/Employees with Disabilities

1. Notify Disability Services Office or Human Resources Office of disability and need for accommodations.
2. Complete appropriate documentation.
3. With the necessary accommodations, be able to meet the requirements of the course or job.
4. Communicate adjustments of accommodations as needed to the Disability Services Office or Human Resources Office.

Examples of Accommodations

- Extended time on exams/assignments
- Permission to tape lectures
- Captioning on videos/movies
- Readers/scribes/interpreters
- Enlarged print/graphics
- Textbooks/training materials in alternative formats
- Need for a class note-taker
- Special/modified equipment or devices
- Facilities modifications
- Special parking arrangements
- Flexible work schedules
- Workplace modifications
- Access to special events/activities
- Arrangements for service animals

Making Course Materials or Job Duties Accessible

- When using videos, audio recordings, or movies in a course or job, quality captioning, a written transcript, or a qualified interpreter must be provided for students or employees who are deaf or hard of hearing.
- Provide written course instruction for students who are deaf or hard of hearing. Provide a qualified interpreter for course instruction for students, or job activities for employees.
- Deliver information using multiple modes of communication.
- Ensure that facilities, activities, materials, and equipment are physically accessible to and usable by all students/employees and that all potential student characteristics are addressed in safety considerations.
- Regularly assess student/employee progress using multiple, accessible methods and tools and adjust instruction accordingly.
- Use ADA compliant websites.
- Provide regular and specific feedback.
- Ensure that testing is accessible for all students.

Facilitating Students and Employees with Disabilities

- Follow instructions provided by the Disability Services Office and/or the Human Resources Office regarding approved accommodations. Do not deviate without approval.
- Communicate with student or employee with the disability to ensure the accommodation is effective.
- Create an environment that is respectful of those with disabilities and values diversity. For faculty, make sure there is an invitation on your syllabus for students to communicate with you about possible accommodations.
- When you know of a student or employee with a disability, take the time to understand the limitations caused by the disability and how it affects academic progress (student) or work performance (employee).

ADA Grievance Procedures

1. An individual with a grievance should meet with person with whom he/she has disagreement as it relates to ADA in an attempt to resolve situation.
2. If unresolved, the individual with the grievance should meet with the Disability Services Office (students) or Human Resources Office (employees/visitors).
3. If still unresolved, the individual with the grievance should put the grievance in writing using the ADA Grievance Form (Must be filed within 180 days of known grieved issue).
4. The senior campus leader will appoint a reviewing authority to investigate.
5. Findings and resolution or non-resolution will be provided to all parties regarding the grievance within 30 days.
4. If non-resolution is determined, the individual with the grievance must be provided other avenues available to him/her to file an ADA grievance.

Disability Support Contact List

Troy Campus

Toll free: 1-800-551-9716
Disability Services
Alison Hughes, Coordinator
102 Eldridge Hall
Troy, AL 36082
334-670-3221
334-670-3810
ajhughes@troy.edu

Jennifer Sewell, Testing Specialist
102 Eldridge Hall
jsewell46789@troy.edu
(334) 670-3221
(334) 670-3810

Montgomery Campus

Toll free: 1-888-357-8843 ext. 9587
Disability Services
Jane Rudick – Coordinator
Whitley Hall, rooms 523/524
231 Montgomery St.
Montgomery, Al 36104
334-241-9587
334-241-5488
jrudick@troy.edu

Dothan Campus

Toll free: 1-886-291-0317
Disability Services
Amy Farver – Coordinator
120 Malone
500 University Drive
Dothan, AL 36303
334-983-6556 ext. 1221
334-983-4580
afarver@troy.edu

Phenix City Campus

Toll free: 1-866-876-9787
Disability Services
James A. Thompson – Coordinator
1st floor Student Services
Adams Administration Building
Phenix City, AL 36869
334-448-5185
334-448-5225
jthompson42573@troy.edu

TROY Online

Toll free: 1-800-414-5756
Disability Services
Malcolm McSwean – Coordinator
100 University Park
Troy, AL 36082
334-808-6553
334-670-5679
ada@troy.edu

For Employees (All Locations)

Toll free: 1-800-551-9716
Human Resources
107 Wright Hall
Troy, AL 36082
334-670-3710
334-670-5666