

70.7 Policy on Accessibility and Accommodations for Individuals with Disabilities

Approval Authority: Cabinet
Responsible Officers: Vice President for Human Resources; Vice President for Enrollment Management and Student Affairs
Responsible Offices: Division of Human Resources; Division of Enrollment Management and Student Affairs
Effective Date: September 20, 2017

I. Purpose of this Policy

The Trustees of the Stevens Institute of Technology (“Stevens” or the “University”) is committed to ensuring equal opportunity for individuals with disabilities and an environment free from discrimination. It is Stevens’ policy that no qualified person shall be excluded from participating in or be denied the benefit of any University program, activity, event or employment on the basis of disability where a reasonable accommodation may be made to allow for participation. Stevens is committed to providing reasonable accommodations to students, employees and visitors participating in Stevens programs or events.

This Policy is intended to support Stevens’ compliance with The Americans with Disabilities Act (“ADA”) of 1990, as amended, Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and the New Jersey Law against Discrimination (“NJLAD” and, collectively, “Applicable Law”), which prohibit discrimination on the basis of disability.

This Policy supplements the University’s broader [Policy on Discrimination, Harassment and Bias Incidents](#).¹ This Policy supersedes the Policy on Discrimination, Harassment and Bias Incidents where the two Policies conflict or where this Policy contains broader or more detailed language or procedures.

II. Policy

A. Disability Services Coordinator

The Director of Disability Services is responsible for coordinating the University’s compliance with Applicable Law and serves as the University’s “Disability Services Coordinator”. The Director of Disability Services has primary responsibility for overseeing disability matters related to Stevens students and prospective students. The Vice President for Human Resources serves as the Deputy Disability Services Coordinator and has primary responsibility for overseeing disability matters related to Stevens employees.

¹ https://www.stevens.edu/sites/stevens_edu/files/files/UPL/Policy_on_Discrimination_Harassment_and_Bias_Incidents_70p2p2_9-20-17.pdf

B. Requesting an Accommodation

1. Students

Stevens provides reasonable accommodations to students with disabilities. A student seeking an academic or physical accommodation must register with [The Office of Disability Services](#)² (“ODS”) and provide documentation that describes the disability and the requested accommodation in accordance with the University’s requirements. ODS uses an interactive consultation process to understand the student’s disability and explore reasonable accommodations. Additional information regarding the process by which students can seek accommodations for a disability is available by contacting ODS at (201) 216-3748 or reviewing the ODS website.

2. Employees

Stevens provides reasonable accommodations to employees with disabilities. A reasonable accommodation is a modification which removes workplace barriers and enables a qualified individual with a disability to perform their job.

Requests for accommodations must be made to the [Division of Human Resources](#).³ An employee may be required to provide appropriate certification from a health care provider to support a request for a reasonable accommodation. The University and the employee will engage in an interactive process to discuss the job-related limitations that result from the disability, whether and how those limitations may be overcome by a reasonable accommodation, and the effectiveness and feasibility of proposed accommodations.

3. Visitors

The University uses its best efforts to make its programs and events accessible to individuals with disabilities. Any individual planning a visit to campus who requires assistance should contact the [Office of University Events](#)⁴ for more information at least one week in advance of the relevant program or event.

C. Reporting Disability Discrimination

Any member of the University community who has been subject to disability discrimination or who has witnessed clear circumstances of disability discrimination should report such discrimination pursuant to the procedures set forth in the University’s [Policy on Discrimination, Harassment and Bias Incidents](#).⁵

² <https://www.stevens.edu/directory/office-disability-services>

³ <https://www.stevens.edu/directory/division-human-resources>

⁴ <https://www.stevens.edu/directory/office-university-events>

⁵ https://www.stevens.edu/sites/stevens_edu/files/files/UPL/Policy_on_Discrimination_Harassment_and_Bias_Incidents_70p2p2_9-20-17.pdf

D. Complaints Concerning Accessibility or Accommodation Issues

Any member of the University community who has a concern about accessibility or accommodation issues may contact the offices listed below.

1. Students

A student who has a concern about accessibility or accommodation issues should first raise their concern with ODS. If ODS cannot resolve the concern, the student may file a complaint with the Dean of Students. If the student is dissatisfied with the decision of the Dean of Students, the decision may be appealed to the Vice President for Enrollment Management and Student Affairs, whose decision shall be final.

2. Employees

An employee who has a complaint about accessibility or accommodation issues should first raise their concern with the Senior Director, Human Resources. If the employee is dissatisfied with the decision of the Senior Director, Human Resources, the decision may be appealed to the Vice President for Human Resources, whose decision shall be final.

3. Visitors

A visitor who has a complaint about accessibility or accommodation issues should raise their concern with the Executive Director of the Office of University Events. If the visitor is dissatisfied with the decision of the Executive Director of the Office of University Events, the decision may be appealed to the Vice President for Enrollment Management and Student Affairs, whose decision shall be final.

4. Anonymous Reports

Though anonymous complaints can be more difficult for the University to investigate, members of the University community may report concerns anonymously through the University's EthicsPoint Compliance Hotline at (855) 277-4065 or online through the [EthicsPoint website](https://secure.ethicspoint.com/domain/media/en/gui/31028/index.html).⁶

⁶ <https://secure.ethicspoint.com/domain/media/en/gui/31028/index.html>.