



Administrative Policy 24-001 Accessibility/ADA/504 Policy

- PURPOSE:** To provide for equal access, Heidelberg University is committed to providing individuals with disabilities access to its programs, services and activities. Pursuant to Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and other applicable federal, state and local laws and regulations, the University prohibits discrimination and harassment against any qualified individual with a disability.
- SCOPE:** All University representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.
- POLICY:** It is the policy of Heidelberg University that no otherwise qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program, service or activity offered by the University. Specifically, the University does not discriminate on the basis of disability in employment or in its admission, recruitment, academics, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or prospective students. Further, the University does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. As such, individuals with disabilities have a right to request reasonable accommodations.

Definitions

Disability: The United States' Americans with Disabilities Act (ADA) defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." In addition, the ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. Additional protections are provided through Section 504 of the Rehabilitation Act of 1973.

Reasonable Accommodations: Reasonable accommodations include modifications to policy, procedure, or practice and the provision of auxiliary aids and services that are designed to provide equal access to programs and services for qualified individuals with disabilities. Accommodations are reasonable when they do not pose a direct threat to health, safety, or quality of care; when they do not fundamentally alter the nature of a program or service; and when they do not represent an undue financial or administrative burden.

REQUESTS FOR REASONABLE ACCOMMODATION:

Employees: Employees must direct requests for reasonable accommodation to the Heidelberg University Office of Human Resources.

Students: Requests for reasonable accommodation are handled by the Office of Student Accessibility Services.

Academic Honesty & Integrity

Reasonable accommodations provided to students may relate to the administration of testing, examinations, or other coursework. Students provided with such accommodations must continue to adhere to the University's academic honesty & integrity policy and to the University's Student Code of Conduct. Failure to adhere to the academic honesty & integrity policy and the standards of conduct may result in corrective action.

ADA/SECTION 504 COORDINATOR:

The College has designated the following individual as its ADA/Section 504 Coordinator. The Section 504 Coordinator has responsibility for coordinating the University's efforts to comply with the requirements of ADA/Section 504 and its implementing regulations.

Alyssa Kontak, Coordinator of Student Accessibility Services
Beeghly Library
Akontak1@heidleberg.edu
(419) 448-2484

GRIEVANCE PROCEDURE:

Any person may file a grievance alleging discrimination or harassment on the basis of disability by filing a complaint pursuant to the Civil Rights/Nondiscrimination Policy or this policy through the Office of Student Accessibility Services. The grievance process applies to all individuals regardless of whether the individual has requested accommodations. Grievances may allege disability discrimination, including disability harassment, carried out by employees, students, or third parties.

A copy of the Civil Rights/Nondiscrimination Policy is available online at [Inside Heidelberg](#). Information regarding the grievance process facilitated by the Office of Student Accessibility is available online at [Inside Heidelberg](#).