

OUTDATED. GOVERNED BY FED LAW. CURRENT INFORMATION PROVIDED INTERNALLY THROUGH HR AND STUDENT SERVICES.

**WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS**  
**POLICY 30: AMERICANS WITH DISABILITIES ACT**

**STATEMENT:**

West Liberty University fully complies with the provisions and spirit of the Americans with Disabilities Act of 1990 (ADA). Our intention is to afford all possible opportunities for individuals covered by the Act to participate in the University educational experience, employment, and other life activities sponsored or offered by the University, without artificial restriction or barriers, be they physical, program, or policy based.

**PROVISIONS:**

**I. EMPLOYMENT:**

Any individual desiring employment or promotion at the University is encouraged to contact the Human Resources Department any time applications are being accepted for advertised/possible positions. Should the individual need accommodation(s) in order to discuss employment opportunities or in interviewing situations, the individual must make their needs known to Human Resources personnel prior to the meeting. All reasonable accommodations will be taken by the University to allow full participation of the covered individual in these activities. Existing employees should contact the Human Resources Department for accommodation requests due to existing and/or developed disability.

**II. ACADEMIC PROGRAMS AND SERVICES:**

Individuals located or visiting on campus such as students, faculty, or visitors not seeking employment are encouraged to contact the University's Office of Disability Services. The office will supply information about academic program accessibility and/or accommodations desired by a disabled user or potential user of University academic programs, classes, or housing. Appropriate University official(s) will be contacted regarding any requested accommodation and will coordinate the University's response in a timely manner.

**IV. PROGRAM DIVISIONS:**

Individuals identified to the University for contact in the various areas of ADA accommodation requests are as follows:

Employment: (Title I)

CONTACT: Human Resources Department

Programs, Public Services, and Housing: (Titles II & III)

Services for Students with Disabilities:

CONTACT: Office of Disability Services

Facilities and Public Accommodations: (Titles II & III)

CONTACT: Director of Facilities Management

Telecommunications and Misc. Services: (Titles IV & V)

CONTACT: Provost / Vice President of Academic Affairs

V. OTHER:

Any questions regarding this policy or the ADA should be directed to one of the above listed areas or the Director Human Resources AA /EEO/ Payroll.

VI. COMPLAINTS:

Any individuals who believe they have been discriminated against according to the Act's provisions may file a signed, written complaint describing the alleged discriminatory action with the University's Human Resources Department and/or the Department of Justice at the following address:

U.S. Department of Justice

Civil Rights Division

P.O. Box 66118

Washington, D.C. 20035-6118

Approved by the WLSC Board of Governors on 12/11/06

**REPEAL**