

## **Policy on Disability and Accessibility**

The University of Portland (“University”) is committed to providing access to all individuals consistent with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and all other applicable federal, state, and local laws. Federal and state law require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University, and prohibit unlawful discrimination on the basis of disability under any program or activity receiving federal financial assistance. Consistent with all applicable laws, the University provides students, employees, and others with reasonable accommodations.

The University’s compliance with applicable disability laws is implemented in the following policies:

- This Policy on Disability and Accessibility.
- The Equal Opportunity and Nondiscrimination Policy.
- The Harassment and Discrimination Policy (sets out the University policy, resources, and processes related to unlawful discrimination and harassment on campus).
- Service Animal and Support Animal Policy (sets out the University’s policy, resources, and processes related to service animals and support animals on campus).

### **I. The University’s ADA/Section 504 Coordinator**

The Vice President for Human Resources is responsible for coordinating the University’s compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and serves as the University ADA/Section 504 Coordinator (“University Coordinator”). The University Coordinator, or a designee as appropriate, conducts activities such as (but not limited to):

- Partnering with University offices on programs and services accessibility.
- Reviewing communication to all University constituents and campus visitors regarding programs and services consistent with the ADA/Section 504.
- Assessing University policies, facilities, and activities in support of institutional compliance with the ADA/Section 504.
- Responding to any ADA/Section 504 complaints made by a students, faculty, staff, and/or others to facilitate timely and equitable resolution.

The University Coordinator’s contact information is as follows:

Vice President for Human Resources  
University of Portland  
Waldschmidt Hall 411  
5000 N Willamette Blvd

Portland, Oregon 97203  
503-943-8484  
[hr@up.edu](mailto:hr@up.edu) (Attention: VPHR-ADA)

The University Coordinator has designated the Office of Accessible Education Services (AES) as the University office responsible for facilitating reasonable accommodations, academic adjustments, and auxiliary aids to provide students with disabilities with equal access to University services, activities, and programs. Contact information for AES is as follows:

Associate Director, Accessible Education Services (AES)  
Shepard Academic Resource Center  
University of Portland  
Buckley Center 163  
5000 N Willamette Blvd  
Portland, Oregon 97203  
503-943-8236  
[aes@up.edu](mailto:aes@up.edu)

The University Coordinator has designated the Office of Human Resources as the University office responsible for processes related to disability-related reasonable accommodations for employees (including student employees). Contact information for Human Resources is as follows:

Employee Benefits & Wellness Specialist  
University of Portland  
Waldschmidt Hall Fifth Floor  
5000 N Willamette Blvd  
Portland, Oregon 97203  
503-943-8484  
[benefits@up.edu](mailto:benefits@up.edu)

The University Coordinator has designated the Office of University Events as the University office responsible for processes related to disability-related reasonable accommodations for non-student/ employee community members or visitors to the University. Contact information for Events is as follows:

Director of University Events  
University of Portland  
5618 N Strong St  
Portland, Oregon 97203  
503-943-7523  
[events@up.edu](mailto:events@up.edu)

## **II. Definitions**

Both federal and Oregon laws define a person with a disability as an individual who has a physical or mental impairment that substantially limits one or more major life activities. Those laws also protect individuals from discrimination on the basis of having a record of such an impairment, or who are regarded (“perceived”) as having such an impairment.

***What are major life activities?*** Federal and state statutes contain a detailed, non-exhaustive list of examples of major life activities including but not limited to self-care, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, thinking, communicating, working, interacting with others, and the operation of major bodily functions including but not limited to the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. An impairment or perceived impairment is one that restricts one or more major life activities of the individual as compared to most people in the general population.

***Are temporary conditions considered disabilities?*** Potentially. Under current law, the effects of an impairment lasting or expected to last fewer than six months could be substantially limiting, and therefore considered a disability.

***What is a reasonable accommodation?*** In general, a reasonable accommodation is a modification or adjustment that enables a person with a disability to participate on an equal basis in the programs and services of the University and the same benefits and privileges of employment as persons without disabilities. A disability-related need for a requested accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the functional impact(s) of the individual’s disability.

Depending on the specific circumstances, accommodations may include but are not limited to:

- Academic accommodations.
- Housing and dining accommodations.
- Modifications to University policies, rules and regulations as applied to the individual.
- Environmental adjustments such as the removal of architectural, communication, or transportation barriers.
- Auxiliary aids and services.
- Modified work schedules or job-related reasonable accommodations that allow an individual with a disability to perform the essential functions of a position.

A requested accommodation is not reasonable if it would create a fundamental alteration to University programs and services or cause the University an undue hardship. An undue hardship is an action that is significantly difficult or expensive in relation to the size of the University, the resources available to the University, and the nature of the University’s

purposes and operations. The University is not required to provide an accommodation that is not reasonable.

### **III. Requesting an Accommodation**

The University is committed to responding promptly to all requests for accommodations.

- 1. *Students Requesting an Accommodation (Through the Office of Accessible Education Services).*** Students should submit all disability-related accommodation requests to the [Office of Accessible Education Services \(AES\)](#).
- 2. *Employees Requesting an Accommodation (Through the Office of Human Resources).*** Employees should submit all disability-related accommodation requests to the [Office of Human Resources](#).
- 3. *Accessibility of Campus Programs, Services, and Events to Other Community Members, Visitors, and the Public.*** Visitors should contact the [Office of University Events](#) with any disability-related accommodations requests.
- 4. *Accessibility of Campus Websites and Information Communication Technology.*** The University is committed to taking reasonable measures to support the accessibility of its digital resources, such as digital hardware, software, and systems for use by students, employees, other members of the University community, the public, and visitors. The [Office of Information Services](#) works in conjunction with key departments to provide technology solutions for students, employees, and visitors with disabilities.

### **IV. Requesting an Appeal**

If a student or University employee wishes to appeal the University's decision, the individual may request review by the Vice President for Human Resources or designee within thirty days of receiving the designated Office's decision.

As part of the appeal process, the Vice President for Human Resources or designee may ask for additional information and may also engage the services of an external consultant. The time required for the Vice President for Human Resources or designee to review the appeal will depend on a variety of factors, including but not limited to the nature and scope of the matter.

Every effort will be made to resolve the matter within forty-five days of notice of the appeal request, or as expeditiously as possible. Throughout the process, the Vice President for Human Resources or designee will, as appropriate, keep participants informed of the status of the

process. The individual will be contacted in writing with a final decision on the appeal. There is no further appeal beyond the Vice President for Human Resources or designee's final decision.