

Programmatic Accessibility

Department: _____ **Reviewer:** _____

- * A public entity may not deny a qualified individual with a disability the opportunity to participate in or benefit from any program.
- * A public entity may not afford an opportunity that is not equal to or not as effective as that provided to other.
- * A public entity may not impose eligibility criteria for participation in programs that screen out people with disabilities either directly or indirectly, unless such criteria are necessary for the provisions of the programs activities.
- * When a public entity communicates with the public by phone, Title II requires that TTY's or equally effective means be used to communicate with people who have hearing or speech disabilities.

1. What types of communication get passed to the public?

Brochures Pamphlets Catalogs Handouts Major Check Sheets

Others:

Is there a statement offering the information in an alternative format?
Contact information for OSD?

Departmental visual information is currently available in what format?

Hard copy e-copy lg. print Braille audio web page captioned other

Brochures
Checklists
Newsletters
Syllabi
Handouts
Schedules
Advertisements
Meeting Minutes
Visual Displays
Videos

2. How can people contact your department?

Phone IM Email

3. Is there at least one person in the department that knows how to use the Tennessee Relay System , TTY, or Video Relay?

Departmental aural/oral information is currently provided in what formats?

Sign Language Interps. TTY Paper & Pen Real Time Captioning Caption Decoder
Videos
Meetings
Lectures
Performances
Phone conversations
Interviews

4. Do staff or faculty know who to approach if he or she has needs related to a disability?

5. Does your website contain pictures? If so, have alt tags been attached?

6. If there are physical barriers in the main office of your department, do you have an alternate plan for meeting with people with disabilities?

What are the major areas of concern?:

What is the plan for accommodating these concerns?:

7. What, if any, portions of your policies and procedures would exclude a person with a disability from participating completely in your program?

(ie. Must lift 50 pounds. Is this justified according to the essential elements of the program?)

8. If you use a placement exam for your department, how do you make it accessible for all students?

9. If you are using any specific software programs in your department, what have you done to ensure accessibility?

10: If you sponsor events, how do you ensure accessibility for all potential participants?

11: Are there accessibility statements included on all advertising and public relations material?

(ie. If you need accommodations for this event, please contact the department office ahead of time)

* When a public entity contract with another organization to provide programs and services to the entities constituents the public entity retains responsibility for insuring that the contactor provides the services and activities in a non discriminatory manner consistent with the requirements of Title II.

List any contractors who provide any services or programming to your department.

If you contract with any outside company, do they adhere to ADA standards? How do you require assurance that the contractors are providing these services in a compliant way?

*Public entities are required to make reasonable modification to policies or practices in order to avoid discrimination against people with disabilities. A modification is not required, however if it would fundamentally alter the nature of the program or activity.

1. Are staff/faculty aware that it may be necessary to modify program policies or practices to enable people with disabilities to participate in and benefit from the program?

How is this information passed to new staff/faculty?

How is the public informed that your office is prepared to make modifications?

2. How does your program respond to formal and informal requests for modifications?

3. Do your departmental instructors frequently use BlackBoard/UTC Online?

Discussion Board:

Post PowerPoint Slides:

Digital Drop Box:

Group Discussion Boards:

Posting Grades:

Assignments/Handouts:

How do you make these areas accessible?

4. Are there statements on all syllabi offering information about accommodations for students?

Is all the information correct?

5. Are all videos shown through your department captioned or have subtitles?

If not, do you know how to obtain this service?

6. If you have off campus components to your course, how do you accommodate for people with disabilities?

7. How do you create a culture within your department that is open and welcoming to people with disabilities?

8. Do you feel your department has adequate knowledge of working with people with disabilities?

*Public entities may not impose extra charges upon people with disabilities to cover the cost of effective communication, program modifications or access features and may not impose any additional requirements or burdens on people with disabilities that they do not require of all other participants in the program.

1. What circumstances are there in which a person with a disability would be asked pay a fee or meet any other requirement not imposed on other participants?

* All cited materials included in this working document have been extracted from Title II of the Americans with Disabilities Act.

* If you have any questions or concerns regarding any of these areas, please contact the Office for Students with Disabilities at 425-4006 for assistance.