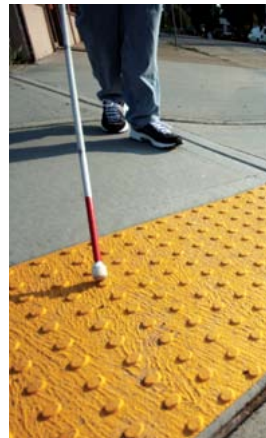


# ACCESS

A Disability Resource Guide for Faculty and Staff

# PURDUE





# ACCESS PURDUE

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# **NONDISCRIMINATION POLICY STATEMENT**

Purdue University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas and enriches campus life.

Purdue University views, evaluates and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity or expression, disability or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy, which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

# PRESIDENT'S MESSAGE

To the Purdue University community:

Purdue University is committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person. As a land-grant institution, Purdue has long been committed to the principles of equal access and opportunity in education and employment and is dedicated to providing programs and physical facilities that are accessible to all members of the University community and to the public.

Individuals with disabilities often face barriers to employment, education and program access, which the Americans with Disabilities Act, as amended (ADA), was designed to remove. Purdue supports and complies with the ADA in order to foster our commitment to ensuring that the University is open and accessible to all. Quite simply, it's the right thing to do.

This brochure, *Access Purdue*, is intended to assist people with disabilities and those who share responsibility for implementing our policies of equal access and opportunity in employment.

Working together, we can do our part to remove unnecessary barriers and obstacles to ensure that all of us have an equal ability to take full advantage of the range of opportunities Purdue University offers and to be successful without regard to a disability.

Thank you for your assistance in Purdue University's pursuit of access and success for all members of our community.



Mitchell E. Daniels Jr.  
President

# INTRODUCTION

Purdue University is committed to creating a campus that is fully accessible to everyone and to eliminating discrimination against people with disabilities. The University believes that every individual is entitled to an opportunity equal to his or her abilities.

Purdue strives to provide people with disabilities the opportunity to become and remain employed, participate in activities, and benefit from programs at all levels within the institution pursuant to the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). The ADA and the ADAAA are intended to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities that are afforded persons without disabilities. The acts prohibit discrimination against individuals with disabilities in employment, education, public accommodations, telecommunications and transportation.

Equal opportunity, not merely equal treatment, is essential to the elimination of discrimination. Thus, in some situations, identical treatment of individuals with a disability and individuals without a disability is not only insufficient, but is discriminatory. In some cases, identical treatment will not provide individuals with disabilities with the adjustments or accommodations they require to achieve equal opportunity.

This booklet provides information about requesting accommodations for employment, coursework, Web access, physical and program access on campus, as well as other useful resources. Additional information is located at [www.purdue.edu/disability-resources](http://www.purdue.edu/disability-resources).



## **ADA COORDINATORS**

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The ADA coordinators for each campus are responsible for coordinating the involvement and collaboration of various University units in their collective efforts to comply with ADA and ADAAA requirements. The ADA coordinators also coordinate the University's collective efforts in carrying out specified responsibilities, such as educating, recruiting, assessing, hiring, promoting, and all other terms, conditions, and privileges of employment, as mandated by the ADA and the ADAAA.



## EMPLOYMENT

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### Accommodation

A reasonable accommodation is any modification or accommodation to a job, practice, policy or the work environment that allows an individual with a disability to participate equally in an employment opportunity. Reasonable accommodations enable employees with disabilities to enjoy benefits and privileges of employment equal to those enjoyed by similarly situated, nondisabled employees. For example, Purdue University provides restrooms, lounges, dining facilities and social events that are accessible to employees with or without disabilities. Reasonable accommodations may include, but are not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Acquiring or modifying equipment or devices.
- Adjusting or modifying examinations, training materials or policies.
- Providing qualified readers or interpreters.
- Modifying work schedules or providing unpaid leave.

Purdue University staff work with applicants and employees with disabilities to determine and implement effective reasonable accommodations. It is the responsibility of the individual with a disability to request an accommodation.

**Applicants for positions at Purdue University who require an accommodation to participate in the application and hiring process should make such a request to the hiring supervisor and/or a Purdue evaluator.** Applicants should not and do not need to submit any documentation of a disability. Any medical information an applicant chooses to share will be kept confidential.

Employees of Purdue University who need an accommodation should either notify their supervisor or contact a Purdue evaluator directly.

### **Evaluation Process**

Upon receipt of a request for a reasonable accommodation, Purdue will engage an employee in an interactive process to determine whether the employee is a qualified individual with a disability and, if so, what accommodations might be both reasonable and effective. This process includes meeting with both an employee and his or her supervisor to understand the employee's job responsibilities, needs and challenges along with the needs of the business unit.

Employees may be required to provide appropriate medical documentation to demonstrate that the employee has a disability that is covered by the ADA and ADAAA and in need of a reasonable accommodation. All employee medical documentation is confidential and kept in separate medical files. Details of an individual's disability are disclosed to a supervisor only to the extent necessary to implement any accommodation.

## **FACILITIES, PROGRAMS AND SERVICES**

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Purdue University strives to make its programs, services and activities available to individuals with or without disabilities.

### **Physical Access**

All new construction and modifications are built with accessibility in mind and follow the ADA regulations. Barriers within existing facilities are removed when feasible. Additional physical accessibility services offered include the following options:

- Accessible parking, when available, for individuals who have substantially limiting mobility impairments.

- **An Accessibility Concerns Notification Form** is available for faculty, staff, students and visitors to notify the University of concerns with respect to accessibility on campus. This form is available at [www.purdue.edu/ethics/oie/ada\\_concern\\_report.html](http://www.purdue.edu/ethics/oie/ada_concern_report.html).
- Purdue West Lafayette offers a *Campus Accessibility Guide*, which details special facilities such as wheelchair-accessible restrooms, ramps and elevators. The *Campus Accessibility Guide* is available from the Office of Institutional Equity and the Visitor Information Center.

## Student Services

Purdue University is committed to creating a welcoming and inclusive campus community that provides academic adjustments and services to students with disabilities, which allow all students to fully participate in the classroom and in all University-sponsored programs, services and activities. Available services for students include:

- Academic adjustments and auxiliary aids and services.
- Housing accommodations.
- Special assistance for students with food allergies.

## Adaptive Equipment and Services

Purdue offers individuals with disabilities tools to communicate and to access information, both written and electronic, through the use of technology:

- Computer software, hardware, and other technologies for use at work and in the classroom.
- Adaptive equipment for use at work and in the classroom.

- TDD (Telecommunication Device for the Deaf) or TTY (Text Telephone) services for individuals who need to contact a Purdue office, staff member or residence hall student. TTY, TDD and voice users also may use Relay Indiana, a free service available to individuals throughout the state of Indiana.

## **Web Accessibility**

Purdue University is committed to Web accessibility and has adopted a Web Accessibility Policy designed to ensure compliance with appropriate federal accessibility regulations. Web accessibility removes barriers to electronic information and technology by making sure the code of a Web page is written in a way to be as clear as possible to assistive technology such as screen readers.

The Web Accessibility Committee website, [www.purdue.edu/webaccessibility](http://www.purdue.edu/webaccessibility), provides resources, guidelines, tools and training to assist individuals with making their Web pages accessible.

## **Health Care Services**

Each campus provides a number of health care services designed to provide assistance to employees and students, including those with disabilities. Such services include:

- General outpatient health care.
- Individual, group and couples psychotherapy.
- Drug and alcohol programs.
- Care management and support services for students in crisis.
- Employee Assistance Programs.



## **EMERGENCY PREPAREDNESS**

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In the event of an emergency, many building accessibility devices, such as elevators, become nonfunctioning. Individuals are strongly encouraged to make preparations for an emergency situation in advance of a possible emergency. To request assistance with emergency planning for individuals with disabilities, please contact the Assistant Director for Compliance and Disability Services in the West Lafayette Office of Institutional Equity. For more information, please visit [www.purdue.edu/emergency\\_preparedness/index.htm](http://www.purdue.edu/emergency_preparedness/index.htm).

## **CONTACT INFORMATION**

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### **West Lafayette Campus**

#### **ADA Coordinator:**

Director, Office of Institutional Equity (OIE)  
765-494-7253 (Voice) 765-496-1343 (TTY)  
[equity@purdue.edu](mailto:equity@purdue.edu)

#### **Employee Accommodations:**

Employee Relations, Vice President for Human Resources  
765-494-1679  
[hr@purdue.edu](mailto:hr@purdue.edu)

#### **Student Accommodations:**

Disability Resource Center (DRC)  
765-494-1247 (Voice/TTY)  
[drc@purdue.edu](mailto:drc@purdue.edu)

#### **Physical Access:**

Asst. Director, Compliance and Disability Services (OIE)  
765-494-7253 (Voice) 765-496-1343 (TTY)  
[equity@purdue.edu](mailto:equity@purdue.edu)  
[www.purdue.edu/ethics/oie/ada\\_concern\\_report.html](http://www.purdue.edu/ethics/oie/ada_concern_report.html)

#### **Program Access:**

Asst. Director, Compliance and Disability Services (OIE)  
765-494-7253 (Voice) 765-496-1343 (TTY)  
[equity@purdue.edu](mailto:equity@purdue.edu)  
[www.purdue.edu/ethics/oie/ada\\_concern\\_report.html](http://www.purdue.edu/ethics/oie/ada_concern_report.html)

#### **Complaints of Discrimination:**

Assistant Director, Conflict Resolution (OIE)  
765-494-7253 (Voice) 765-496-1343 (TTY)  
[equity@purdue.edu](mailto:equity@purdue.edu)

**Web Accessibility:**

Asst. Director, Compliance and Disability Services (OIE)  
765-494-7253 (Voice) 765-496-1343 (TTY)  
[equity@purdue.edu](mailto:equity@purdue.edu)

**Calumet****ADA Coordinator:**

Vice Chancellor for Student Affairs  
219-989-2367 (Voice) 219-989-2454 (TTY)

**Employee Accommodations:**

Human Resources  
219-989-2251 (Voice) 219-989-2997 (TTY)  
[hr@purduecal.edu](mailto:hr@purduecal.edu)

**Student Accommodations:**

Office of Disability Resources  
219-989-2455 (Voice) 219-989-2454 (TTY)  
[odr@purduecal.edu](mailto:odr@purduecal.edu)

**Physical Access:**

Office for Equity and Diversity  
219-989-3169 (Voice)  
[oed@purduecal.edu](mailto:oed@purduecal.edu) [webs.purduecal.edu/ada/concerns/](https://webs.purduecal.edu/ada/concerns/)

**Program Access:**

Office for Equity and Diversity  
219-989-3169 (Voice)  
[oed@purduecal.edu](mailto:oed@purduecal.edu) [webs.purduecal.edu/ada/concerns/](https://webs.purduecal.edu/ada/concerns/)

**Complaints of Discrimination:**

Director, Office for Equity and Diversity  
219-989-3169 (Voice)  
[oed@purduecal.edu](mailto:oed@purduecal.edu)

**Web Accessibility:**

Director, Office for Equity and Diversity

219-989-3169 (Voice)

[oed@purduecal.edu](mailto:oed@purduecal.edu)

**Fort Wayne****ADA Coordinator:**

Director of Services for Students with Disabilities

260-481-6658 (Voice) 260-481-6657 (TTY)

**Employee Accommodations:**

Human Resources

260-481-6840 (Voice) 260-481-6082 (TTY)

**Student Accommodations:**

Services for Students with Disabilities

260-481-6658 (Voice) 260-481-6657 (TTY)

**Physical Access:**

Physical Plant Director

260-481-6832 (Voice)

**Program Access:**

Office of Institutional Equity

260-481-6106 (Voice) 260-481-6657 (TTY)

**Complaints of Discrimination:**

Office of Institutional Equity

260-481-6106 (Voice) 260-481-6657 (TTY)

**Web Accessibility:**

Office of Institutional Equity

260-481-6106 (Voice) 260-481-6657 (TTY)



## North Central

### **ADA Coordinator:**

Asst. Director, Office of Institutional Equity and Training  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Employee Accommodations:**

Asst. Director, Office of Institutional Equity and Training  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Student Accommodations:**

Student Support Services  
219-785-5312 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Physical Access:**

Asst. Director, Office of Institutional Equity and Training  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Program Access:**

Asst. Director, Office of Institutional Equity and Training  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Complaints of Discrimination:**

Asst. Director, Office of Institutional Equity and Training  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711

### **Web Accessibility:**

Asst. Director, Office of Institutional Equity and Training;  
219-785-5545 (Voice) Relay Indiana 800-743-3333 (TTY) or 711



## **WEBSITES OF INTEREST**

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### **Disability Resource Center**

[www.purdue.edu/odos/drc](http://www.purdue.edu/odos/drc)

### **Office of Institutional Equity**

[www.purdue.edu/ethics/oie](http://www.purdue.edu/ethics/oie)

### **Purdue Disability Resources**

[www.purdue.edu/disabilityresources](http://www.purdue.edu/disabilityresources)

## **WEBSITES OF INTEREST**

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### **ADA Home Page (Federal Government Resources)**

[www.ada.gov](http://www.ada.gov)

### **ADA Indiana**

[www.adaindiana.org](http://www.adaindiana.org)

### **Bazelon Center for Mental Health Law**

[www.bazelon.org](http://www.bazelon.org)

### **Disability Etiquette Handbook**

[www.sanantonio.gov/publicworks/dao/etiquettehandbook2011.aspx](http://www.sanantonio.gov/publicworks/dao/etiquettehandbook2011.aspx)

### **Disability Resources on the Internet**

[www.disabilityresources.org](http://www.disabilityresources.org)

### **Great Lakes ADA and Accessible IT Center**

[www.adagreatlakes.org](http://www.adagreatlakes.org)

### **Indiana Governor's Planning Council for People with Disabilities**

[www.in.gov/gpcpd](http://www.in.gov/gpcpd)

### **Job Accommodation Network**

[www.askjan.org](http://www.askjan.org)

### **National Council on Disability**

[www.ncd.gov](http://www.ncd.gov)

### **Relay Indiana**

[www.relayindiana.com](http://www.relayindiana.com)

### **Sorenson Video Relay Services**

[www.sorensonvrs.com](http://www.sorensonvrs.com)



## **INTERACTING WITH PEOPLE WITH DISABILITIES**

When interacting with individuals with disabilities, it is important to extend them the same courtesies and respect that are shown to others. Following are some etiquette tips that will help you and the individual with the disability feel more comfortable.

- Offer to shake hands or trade business cards when introduced. People with limited hand use or an artificial limb can usually shake hands, and offering the left hand is an acceptable greeting.
- If you offer assistance, wait until the offer is accepted. Then listen or ask for instructions. Assisting without permission may cause serious injury.
- Be considerate of the extra time that it may take a person with a disability to perform a task or activity.
- Speak clearly and directly to a person with a disability rather than through a companion or interpreter.

- Speak normally. Don't yell or exaggerate as this distorts your face and the way words sound.
- Address people with disabilities by their first name only when extending the same familiarity to all others.
- Find the best way to communicate. The person may want to sign, fingerspell, lip-read or write notes.
- Listen attentively when talking with people who have difficulty speaking and wait for them to finish.
- Never pretend to understand; instead, repeat what you have understood and allow the person to respond.
- Do not refer to an individual by his or her disability. A person is not a condition.
- Avoid using "normal" to describe someone who is not disabled, implying that someone with a disability is not normal.
- Do not emphasize disability over other characteristics when describing a person with a disability.
- Everyone makes mistakes from time to time. If you make a mistake and offend someone, apologize.
- Relax. People with disabilities are people first.

Service animals, such as guide dogs for the blind and assistance animals, are working animals, not pets. The following techniques and tips may be helpful when interacting with an individual who has a service animal:

- Service animals should not be fed, petted or otherwise distracted when in a harness.
- A service animal must have its attention on several things.
- If the animal is not in a harness, permission from the animal's companion should be requested and received prior to any interaction with the animal.
- The owner and the animal are a team.
- Keep your pet under control when approaching a working animal.
- And last, keep in mind, most service animal owners are proud of them. They like to talk about them. If you're not sure, just ask. It's OK to be curious, but be respectful.

There are several guidelines for interacting with individuals with mobility impairments, speech impairments, visual impairments, cognitive disabilities, mental health disabilities, and those who are deaf or hard of hearing. For more information, please visit [www.purdue.edu/disabilityresources](http://www.purdue.edu/disabilityresources).

*This booklet is presented for information purposes only and is not intended to create a binding contract. Purdue University reserves the right to modify this booklet and the policies and practices described within it at any time and without notice. The information contained in this booklet is subject to change as a result of action by federal and/or state governments, the Trustees of Purdue University and the administration of Purdue University. Questions concerning the contents of this booklet should be directed to the Office of Institutional Equity. Alternate formats of this booklet are available by request.*

All information provided in this publication is correct at the time of printing. Online versions are accessible through the Purdue website and supersede all previous versions.





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An equal access/equal opportunity university