

Americans with Disabilities Act Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University is committed to equality of opportunity and freedom from discrimination for students, employees, applicants for admission or employment, and participants in public University sponsored activities, regardless of disability status.

Policy Statement

In keeping with this commitment, and in accordance with the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act (ADA), the University will make every effort to provide equality of opportunity and freedom from discrimination for members of the University community and visitors to the University, regardless of disability status.

Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities, provide accessible digital access to information on WCU websites and systems, and established procedures to provide reasonable accommodations to qualified individuals with disabilities that enable them to participate in University programs. This policy applies to all members of the University community including students, faculty, staff and administrators. It also applies to all applicants for admission or employment and participants in University-sponsored activities.

Policy Framework

The Director of Equal Opportunity and Compliance in the Division for Access, Engagement, and Compliance has been designated as the ADA Coordinator for the University. In this capacity, the Coordinator works with the University ADA Committee to advance University policies and procedures that will provide equal educational and employment opportunities for individuals with disabilities. The University has an established process to investigate and address any complaints of discrimination on the basis of disability.

Any individual who has a suggestion, question, or complaint regarding ADA issues is encouraged to contact the Director of Equal Opportunity and Compliance, 114 West Rosedale Ave., 610-436-2433.

Procedures

Students

West Chester University has established the Office of Educational Accessibility (OEA), which operates as a center for addressing the needs of students with disabilities and as a resource for students, faculty, and staff. A student who is seeking an accommodation or requesting specialized services should contact the Director of the OEA or visit the [OEA website](#) to begin the process. Students must register with the OEA and provide appropriate medical documentation before an accommodation can be provided. The office also serves as the point of contact for requesting sign language interpreters.

Various housing facilities and services are available for resident students with disabilities. For this and other information about on-campus housing and food service, students should visit the [Request for Exception to Parking, Housing, and Dining Policies](#) form, where they will be routed to the appropriate office. **Housing accommodations that are requested due to disabilities are not guaranteed.** As they are not an academic accommodation, they are subject to availability and resources in addition to an evaluation of necessity and reasonableness. Because of this, such requests may be denied or postponed.

Facilities Management is involved in the ongoing process of renovating campus buildings to ensure accessibility for all individuals. Many of the buildings are currently accessible, but some are awaiting renovation. For questions, please contact Facilities Planning at 610-436-3200.

WCU provides an on-demand transportation service for persons with disabilities that is consistent with transportation provided to the student body. To make arrangements for accessible transportation, a student or employee should visit [Accessible Transportation](#).

Employees

The Office of Human Resources – Labor Relations is the designated department that provides and determines reasonable accommodations for job applicants and employees. The Office of Human Resources is located at 201 Carter Drive, 610-436-2800. Employees and applicants should visit the [Employee Accommodation Request](#) form to begin the interactive process.

For questions about this policy, individuals should contact the Vice President for the Division for Access, Compliance, and Engagement or the Office of Equal Opportunity and Compliance.

Reviewed by: Office of Equal Opportunity and Compliance

Policy Owner: Vice President – Division for Access, Compliance and Engagement (ACE)

Approved by:



Dr. Tracey Robinson, Vice President, Division for Access, Compliance and Engagement
March 20, 2025

Effective Date: March 11, 2021

Review Date: February 2029

History:

Initial Approval: unknown

Review Dates: January 2021, February 2025

Amended: