



## UNIVERSITY-WIDE COMPLIANCE PROGRAM

### Americans with Disabilities Act

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# ADA Guidance for University Events

## Purpose

Western Kentucky University sponsors events that are open to persons both within and outside university community. With certain exceptions, under the Americans with Disabilities Act of 1990, as amended (ADA) and the ADA Amendments Act of 2008 (ADAAA), university has an obligation to make reasonable accommodations for persons with disabilities, including members of the public, which will enable those persons to participate in the sponsored events.

The following information provides guidance for event sponsors in fulfilling their responsibility to provide accommodations as required by ADA. This statement does not expand university's obligation beyond the standards required by law.

## Definitions

Events are programs and activities sponsored by Western Kentucky University that are open to persons, including the public, with or without a fee. Examples include, but are not limited to, workshops, conferences, continuing education, Visitor Center tours, career fairs, commencement, and scheduled campus visits coordinated through Visitor Services. An event sponsor is an individual(s) representing a University office, department, or organization that hosts and coordinates a specific event program or activity.

Accommodations are adjustments and modifications which enable a person with a disability to participate in an event. University reserves the right to decide the type of accommodation provided as long as it addresses the special needs of the individual. Accommodations through auxiliary aids and services such as Braille materials, sign language interpreters, adaptive technology, etc., are considered reasonable for certain disabilities, provided the disabled person gives university sufficient notice to obtain the needed accommodation. Provision of personal devices such as hearing aids, crutches, and wheelchairs is not required.

## Planning

Advance planning provides opportunities to anticipate potential issues, identify alternatives, and facilitate a response to accommodation requests. When planning, event sponsors should consider the following (not all inclusive):

- Assess the special nature of the event site.
  - Verify that all the facilities where event activities will take place are physically accessible.
    - Check exterior and interior building access, e.g., ramps, entrances, wheelchair seating, functional elevators, accessible restrooms, and Braille signage.

- Consider the impact of construction projects and potential blockages of sidewalks, ramps, and accessible parking.
- Consider transportation issues for events that span different locations.
- Verify availability and timeframes to acquire special services such as adaptive technology, sign language interpreters, or personnel with other specialized expertise.
- Request notification of special needs in the event’s promotional materials to project a welcoming environment and provide a timely accommodation response. See the sample message below.

*Western Kentucky University welcomes you to (event). If you require an accommodation under the Americans with Disabilities Act of 1990, as amended (ADA) and the ADA Amendments Act of 2008 (ADAAA), please contact The Office of Equal Opportunity/Affirmative Action/University ADA Services if faculty or staff, or The Office of Student Disabilities Services if a student, to communicate your needs. Early notification is encouraged, and a request (timeframe sponsor deems reasonable) before the event you plan to attend will facilitate the provision of a reasonable accommodation.*

- Communicate special needs to service providers that are impacted by the accommodation request. For example, if a sponsor arranges for overnight stays in University residence halls, the sponsor is to communicate special needs to Residence Life. Also, dietary restrictions may need to be coordinated with Food Services. Communication also involves follow-up if the sponsor receives a complaint regarding the accommodation.
- Incorporate safety awareness in planning. Hazards can arise from inadequate seating, blocked aisles, and room ingress/egress.
- Funding for accommodations can be obtained through event fees or other funding sources deemed appropriate by the sponsoring college’s or unit’s oversight office. Contingency items may be built into the event budget. Costs may also be allocated among units that jointly sponsor or benefit from the event.

## **Information**

- Interpreting ADA requirements can be complex and requires consideration on a case-by-case basis. When questions arise, event sponsors should contact the following offices for assistance and additional information:
  - The Office of Equal Opportunity/Affirmative Action/University ADA Services serves as the ADA coordinator and can be contacted for compliance questions and assistance in locating information via email at [adacompliance@wku.edu](mailto:adacompliance@wku.edu) or by phone at (270) 745-5121. Below, please find the website: [The Office of Equal Opportunity/Affirmative Action/University ADA Services](#)

- The Office of Equal Opportunity/Affirmative Action/University ADA Services provides services to sponsored events, event sponsors to obtain information about Braille printing, sign language interpreters, adaptive technology, and other areas of expertise via email at [adacompliance@wku.edu](mailto:adacompliance@wku.edu) or by phone at (270) 745-5121.

Below, please find the website:

[The Office of Equal Opportunity/Affirmative Action/University ADA Services](#)

- Transportation Department provides parking and paratransit for persons with disabilities. You may contact them by phone at (270) 745-8746. Below, please find the website:

<http://transportation.wku.edu/>

## **EVENT SPONSORS**

The following University offices offer event coordination services and can provide assistance:

- Athletics. You may contact them by phone at (270) 745-5276. Below, please find the website:  
<http://www.wkusports.com/>
- Bowling Green Community College. You may contact them by phone at (270) 780-2550. Below, please find the website:  
<http://www.bgcc.wku.edu/>
- Campus and Community Events. You may contact them by phone at (270) 745-2497. Below, please find the website:  
<http://www.wku.edu/events/>
- Continuing Education. You may contact them by phone at (270) 745-1910. Below please find the website:  
<http://www.wku.edu/continuinged/>
- Carroll Knicely Conference Center. You may contact them by phone at (270) 745-1908. Below, please find the website:  
<http://www.wku.edu/knicelycenter/>
- Division of Extended Learning and Outreach. You may contact them by phone at (270) 1900. Below, please find the website:  
<http://www.wku.edu/delo/>

- Potter College of Arts & Letters Theatre and Dance Department. You may contact them by phone at (270) 745-5845. Below, please find the website:  
<http://www.wku.edu/pcal/index.php?page=theatre-and-dance>

## Report an ADA Issue

If you are experiencing difficulty accessing a Western Kentucky University Campus location due to a disability, please identify the specific campus location and the access issue.

If you have questions or concerns regarding an ADA issue, please fill out the information below, click "Submit Issue", and you will receive a response.

**Personal information revealed in an effort to receive a reasonable accommodation under the Americans with Disabilities Act will be treated in a confidential manner to the extent permitted by law.**

**Note:** All fields are required.

First Name:

Last Name:

E-mail Address:

Re-enter E-mail Address:

Comments:

Comments are required.

Submit Issue

## ADA Compliance Contacts

### ADA POLICY ADVISORY COMMITTEE

Western Kentucky University has an ADA Policy Advisory Committee that meets periodically to discuss ADA issues and ways to enhance ADA Communication and response. If you would like for the Committee to consider a specific ADA topic, please submit your request through the link at [ADA Compliance](#).

ADA Compliance Coordinator  
Parking & Transportation  
Distance Learning  
Academic Technology  
Agriculture  
Facilities Management  
Student Disability Services  
ADA Consultant

Huda Melky, Committee Chairperson  
Jennifer Tougas, Transportation Acc. Rep.  
Leyla Zhuhadar, Section 508 Compliance  
Jeff Jones, Section 508 Compliance  
John Kessell, Faculty Representative  
Charles Harrison, Physical Acc. Rep.  
Matt Davis, Student Representative  
Vernon Sheeley, Faculty Representative

### ADA CONTACT PERSONS

Ms. Huda Melky is the ADA Coordinator for Western Kentucky University. You may contact her at (270) 745-5121 or via email at [huda.melky@wku.edu](mailto:huda.melky@wku.edu). You may also use the link at [Report an ADA Issue](#).

If you need information regarding ADA support for specific services, please contact the persons listed below. Personal information exchanged in an effort to receive reasonable accommodations under the Americans with Disabilities Act of 1990, as amended (ADA) and the ADA Amendments Act of 2008 will be treated in a confidential manner.

### Employment/Academic Issues

Students	Student Disability Services Dr. Ellen Bonaguro: (270) 745-5004/TDD 711 <a href="mailto:ellen.bonaguro@wku.edu">ellen.bonaguro@wku.edu</a>
Faculty	Equal Opportunity/Affirmative Action/University ADA Services Ms. Huda Melky: (270) 745-5121/TDD 711 <a href="mailto:huda.melky@wku.edu">huda.melky@wku.edu</a>
Staff	Equal Opportunity/Affirmative Action/University ADA Services Ms. Huda Melky: (270) 745-5121/TDD 711 <a href="mailto:huda.melky@wku.edu">huda.melky@wku.edu</a>

Visitors Equal Opportunity/Affirmative Action/University ADA Services  
Ms. Huda Melky: (270) 745-5121/TDD 711  
[huda.melky@wku.edu](mailto:huda.melky@wku.edu)

**Transportation Services**

All Questions Department of Parking and Transportation  
Dr. Jennifer Tougas: (270) 745-8746  
[Jennifer.tougas@wku.edu](mailto:Jennifer.tougas@wku.edu)

**Building Access**

All Questions Department of Facilities Management  
Mr. Charles Harrison: (270) 745-3253  
[charles.harrison@wku.edu](mailto:charles.harrison@wku.edu)

**Telecommunications**

All Questions Information Technology Division  
Mr. Edwin Craft: (270) 745-6370  
[edwin.craft@wku.edu](mailto:edwin.craft@wku.edu)

**Athletics**

All Questions Department of Athletics  
Ms. Pamela Herriford: (270) 745-6062  
[pam.herriford@wku.edu](mailto:pam.herriford@wku.edu)

**Special Events**

All Questions Campus and Community Events  
Mr. Jeff Younglove: (270) 745-2497  
[jeff.younglove@wku.edu](mailto:jeff.younglove@wku.edu)

## ADA QUICK REFERENCE

This ADA Quick Reference is designed to assist in the analysis of requests for reasonable accommodation under the ADA. This guide is not intended to be a substitute for assistance from the EO/AA/ADA, the Office of the Dean of Faculties, or Services for Students with Disabilities. Please consult these individual offices for assistance in complying with the ADA.

[Click here to view the WKU Regulation on the ADA](#)

### STEP 1

1. Does the individual claim a current disability?
  - Does the individual have an impairment?
  - Is a major life activity affected by the impairment?
  - Does the impairment substantially limit the major life activity?
2. Does Individual claim a "record of" a disability?
  - Does the individual have a record of an impairment?
  - Was a major life activity affected by the impairment?
  - Did the impairment substantially limit the major life activity?
3. Does individual claim that they are "regarded as" having a disability?
  - Does individual claim that they are "regarded as" having an impairment?
  - Does the individual claim that they are "regarded as" affected in a major life activity because of the impairment?
  - Does the individual claim that they are "regarded as" substantially limited in the major life activity?

### STEP 2

1. Does the individual have the required skill, education, and experience for the job, and do they meet other job-related requirements?
2. What are the "functions" of the job (as distinguished from the ways of performing those functions)?
3. What are the "essential" functions of the job?
  - Review job description
4. What are the "marginal" functions of the job?
  - Review job description

5. Can the individual perform the essential functions of the position, either with or without a reasonable accommodation?
6. Does the individual claim that they are being denied the position because of a qualification standard that screens them out because of disability?

### **STEP 3**

1. Does the individual claim that they need reasonable accommodation?
2. Do they have a current disability?
3. Have they requested reasonable accommodation (i.e., have they asked for a modification or change because of a medical condition)?
4. In which aspect of employment is reasonable accommodation needed?
5. What accommodation (if anything specific) was requested?
6. Is the reasonable accommodation needed because of disability?
7. Did you engage an "interactive process" to identify an effective accommodation?
8. Has accommodation been provided?
9. Do you consider that providing reasonable accommodation would impose an undue hardship?

### **STEP 4**

1. Does the individual pose a direct threat (i.e., individual being screened out for safety reasons)?
2. Can the risk or the harm be reduced by providing reasonable accommodation?
3. Did you engage an "interactive process" to identify an effective accommodation?
4. Do you consider that providing reasonable accommodation would impose an undue hardship?

## ADA Links

### ADA RESOURCES

Western Kentucky University is not responsible for the creation or maintenance of these Websites, and does not vouch for the accuracy, completeness, or currentness of any of the materials included on them.

- [Searchable Online Accommodation Resource](#)
- [Job Accommodation Network \(JAN\)](#)
- [Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act](#)
- [Americans with Disabilities Act of 1990, as amended \(ADA\) and the ADA Amendments Act of 2008 \(ADAAA\)](#)
- [Frequently Asked Questions about Kentucky Parking Laws](#)
- [EEOC's "Your Responsibilities as an Employer"](#)
- [Kentucky Office of Vocational Rehabilitation](#)
- [Relay Kentucky: TDD 711](#)
- [Technical Assistance Materials, DOJ](#)
- [Form to Receive Plates and/or Placecards](#)

### WESTERN KENTUCKY UNIVERSITY LINKS

- [Parking and Transportation Services](#)
- [Department of Human Resources](#)
- [Student Disability Services](#)
- [Equal Opportunity/Affirmative Action/University ADA Services](#)
- [Facilities Management](#)
- [Student Support Services](#)
- [Student Activities and University Centers](#)
- Special Events Facilities
  - Athletics. You may contact them by phone at (270) 745-5276. Below, please find the website:  
<http://www.wkusports.com/>
  - Bowling Green Community College. You may contact them by phone at (270) 780-2550. Below, please find the website:

<http://www.bgcc.wku.edu/>

- Campus and Community Events. You may contact them by phone at (270) 745-2497. Below, please find the website:  
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<http://www.wku.edu/continuinged/>
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- Division of Extended Learning and Outreach. You may contact them by phone at (270) 1900. Below, please find the website:  
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