**Accessibility for Students with AA/PPS No. 08.01.02 (2.08)**

**Disabilities to Classroom Instructions Issue No. 3**

**Effective Date: 07/13/2021  
 Next Review Date: 06/01/2024 (E3Y)**

**Sr. Reviewer: University Registrar**

**POLICY STATEMENT**

*Texas State University is committed to providing access and reasonable accommodations to all individuals under the terms of the Americans with Disabilities Act.*

**01. CLASSROOM ACCESSIBILITY OBJECTIVE**

01.01 The objective of accessibility to classroom instruction is to make sure that every effort is made to offer qualified students with disabilities the same education as non-disabled students. Accessibility includes access to outdoor venues and access to adaptive technology including closed captioned decoders and audio loops.

**02. DEFINITIONS**

02.01 Classroom – any facility used for instruction; includes labs, lecture halls, and outdoor facilities.

02.02 Student with a Disability – any student whose disability, as verified through the Office of Disability Services (ODS), prevents access to a classroom or classroom instruction. This includes students with hearing or mobility impairments and students with functional limitations resulting from a chronic health condition. A temporary injury is usually not covered under the [Americans with Disabilities Amendments Act of 2008](https://www.eeoc.gov/statutes/ada-amendments-act-2008); however, ODS and the university will attempt to accommodate a temporary disability where possible.

02.03 Accessible Classroom – classroom accessible to a student with a disability.

**03. PUBLICATION OF POLICY**

03.01 The Office of the University Registrar’s [website](https://www.registrar.txstate.edu/) will include a link to the ODS’s [website](https://www.ods.txstate.edu/), which will include the following statement: "Any student with a disability who encounters a barrier to classroom accessibility or instruction should identify themselves to the instructor of the course or the Office of Disability Services (ODS) as soon as possible.”

Documentation of a disability may be required if not already on file with ODS. ODS, in conjunction with the instructor of the course or academic department, will seek to provide the necessary and appropriate accommodations in a timely manner.

**04. CLASSROOM ASSIGNMENT PROCEDURES**

04.01 Courses with multiple sections should have several sections assigned to accessible classrooms.

04.02 Courses with only one section should be assigned to an accessible classroom.

04.03 An instructor, or a representative from ODS, who becomes aware that a student is having difficulty gaining access to a classroom or classroom instruction should contact the department chair.

04.04 If a course or portion of a course is taught at an outdoor venue, the instructor of the course and representative from ODS will assess the individual needs of the enrolled student with a disability to determine if reasonable and appropriate accommodations can be made. If an accommodation cannot be made, the instructor, a representative from ODS, and the department chair or school director will determine if an alternative assignment or alternative course is needed to fulfill the requirement.

04.05 The department chair will coordinate with the Office of the University Registrar to move the class to an accessible room.

04.06 If it is not possible to move the class, the Office of the University Registrar will attempt to reschedule the student into another section of the class. The problem should be resolved within one working day.

**05. SPECIAL CONDITIONS**

05.01 If a satisfactory solution is not found, the student's college dean, department chair or school director, and the director of ODS will attempt to find a satisfactory resolution.

**06. REVIEWERS OF THIS PPS**

**06.01 Reviewers of this PPS include the following:**

**Position Date**

**University Registrar June 1 E3Y**

**07. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

University Registrar; senior reviewer of this PPS

Associate Vice President for Enrollment Management and Marketing

Provost and Vice President for Academic Affairs