

## **Program and Activity Access Policy**

Lesley University is committed to ensuring that each program, when viewed in its entirety, is readily accessible to students with disabilities. This commitment includes access to events (with particular attention to unique events that are not available elsewhere on campus). Lesley may ensure accessibility of events in a variety of ways, including by providing auxiliary aids and services, technology, equipment, or personal assistance. Where programs or activities initially are scheduled in inaccessible locations, upon a request for access, Lesley may provide accessibility through a variety of methods, ranging from the use of ramps to relocation to an accessible location (where other methods of providing access are not feasible or practical).

Many of Lesley University buildings were constructed before federal and state law required accessible design. As a result, architectural barriers exist within Lesley's campus which may require advance notice and planning to address. Advance planning and communication should greatly facilitate opportunities for relocation or other alternatives where relocation is not feasible.

In the case of events that are open to the Lesley community or the general public (including but not limited to high profile and widely publicized events), it becomes even more important that the sponsors of events plan ahead and make every reasonable effort to schedule events in accessible venues, given the challenges posed by a need to relocate large events. *In advance of selecting a particular venue*, event sponsors should contact Disability Services [access@lesley.edu](mailto:access@lesley.edu) for information concerning the accessibility of the proposed venue.

This policy is intended to apply to all programs and services offered by the University. It is not intended to cover, nor could it realistically encompass, the wide range and volume of student activities that occur within the residential life on campus, given that many of these activities are largely, if not wholly, student-initiated, and many also are relatively spontaneous or impromptu in nature. All Lesley University resident students, however, are asked to bear in mind the principles of equal access reflected in this policy, even when this policy does not directly apply to an activity that they are initiating. To that end, residents are encouraged to contact Disability Services at [access@lesley.edu](mailto:access@lesley.edu) for guidance on how to ensure the accessibility of student-initiated events.

### **Requests for Accommodation/Relocation:**

Individuals seeking accommodations in order to participate in University programs are encouraged to provide as much advance notice as possible, given the amount of lead time that may be necessary to relocate a program, event, or service from an inaccessible to accessible location or to provide certain other accommodations (for example, the provision of an interpreter).

### **Response to Requests for Access:**

When the department or program sponsoring a class or event receives a request for access, including a change in the location, Lesley will identify an alternate venue that is accessible or to find other means of providing access. Inquiries or requests concerning accommodations should be directed to Disability Services as promptly as those requests are received. The Director of Access Services for Students with Disabilities will work with the Registrar's Office to arrange a new location and inform the requester of the location change (or the other steps taken to provide access), and the department will be responsible for taking appropriate steps to notify other participants of any location change (such as updating any website announcement, e-mailing known participants, and/or placing a notice of the change in venue at the original location.)

### **Notice for Special Events:**

Pre-event publicity, whether by flyer, website, or other means, must include information on how potential participants may request any accommodations that they need, including relocation if the event is being held in an inaccessible location. Pre-event publicity should include the name and contact information of the person to reach for more information regarding accessibility. The access symbols explained in the Guidelines are helpful in highlighting accessibility information in written publicity. Lesley has resources that can provide guidance as to how to plan events to maximize the opportunities for participation by persons with disabilities, including how to respond to requests for accommodations, such as requests for relocation, for interpreters, or for other forms of accommodation. The following is a suggested accommodation statement for use in pre-event publicity:

***Individuals with disabilities requiring accommodations or information on accessibility should contact Daniel Newman, ADA/504 Coordinator (617 349-8572 phone, 617 349-8544 TTY, or [access@lesley.edu](mailto:access@lesley.edu)).***

### **Activity and Event Planning for Community and Beyond:**

Every event, activity and program hosted or planned by the University and open to the campus community and beyond, must be accessible to persons with disabilities. Before any facility is selected for an event, check to see if the area is physically accessible to those with disabilities. Also, off-campus University activities and programs need to be accessible. If you have questions about the accessibility of a particular space on campus, please contact the Director of Access Services at 617.349.8194 or [access@lesley.edu](mailto:access@lesley.edu).

If the event is going to be publicized, provide persons with disabilities the opportunity to request accommodations. Accommodations can include printed materials in alternate format, sign language interpreters, assistive listening devices, etc. To find out if accommodations are needed, list the following statements on all applications, registrations, and program announcements.

***Individuals with disabilities requiring accommodations or information on accessibility should contact Daniel Newman, ADA/504 Coordinator (617 349-8572 phone, 617 349-8544 TTY, or [access@lesley.edu](mailto:access@lesley.edu)).***

## **Guidelines for Event Planning**

These guidelines are intended to help faculty, staff, departments and student organizations sponsoring campus-based events understand how to choose a physically accessible location, provide accommodations, and use advance communication to serve people with disabilities. A common sense approach should guide you. The fundamental goal is to facilitate the participation of people with disabilities. While the answer to every question and situation may not be cut-and-dry, the key is to remain respectful, responsive, and flexible.

### **Choosing a Physically Accessible Location**

Whenever possible you should choose a location for your event that is wheelchair accessible. Locating your event in a wheelchair accessible location will facilitate the participation of wheelchair users and people with other mobility impairments as well.

To obtain information concerning accessible campus locations, *in advance* of selecting your venue, you should contact Disability Services at [access@lesley.edu](mailto:access@lesley.edu).

Provide the following notice to individuals with disabilities indicating who to contact for accommodations such as relocation.

***Individuals with disabilities requiring accommodations or information on accessibility should contact Daniel Newman, ADA/504 Coordinator (617 349-8572 phone, 617 349-8544 TTY, or [access@lesley.edu](mailto:access@lesley.edu)).***

### **Removing Communication Barriers**

Where appropriate, the university will provide auxiliary communication aids and services to enable people with visual and hearing impairments to participate in events. Participants will not be charged a fee for auxiliary communication aids and services.

#### **Sign language interpreters**

- Sign language interpreters are usually booked weeks in advance. Accordingly, pre-event communications and publicity (including any web site publicity) should encourage people who may need this service to notify the designated contact person by a specified date.

#### **Alternate formats of meeting materials and other information**

- Large print, Braille, and electronic versions of print material prepared in advance of the event can be useful for participants with visual impairments.
- If you are unclear as to how to make an accommodation, you should contact the Directory of Access Services at [access@lesley.edu](mailto:access@lesley.edu).

## **Modifying Policies, Practices, and Procedures**

Be aware that policies, practices and procedures may need to be modified in order to accommodate a person with a disability. It may not always be easy to anticipate such accommodations in advance; the key is to remain responsive and flexible.

For example, a policy prohibiting animals at an event would have to be modified to allow a blind person to bring a guide dog. Likewise, the practice of people serving themselves at a buffet meal might have to be modified by having a person available to offer assistance to people who may have difficulty in serving themselves. There may be instances where modifying a policy, practice, or procedure is not required, but if you receive a request to change a rule or practice on account of a disability; you should consult with the [ADA/504 Coordinator](#) before denying the request.

## Access Symbols

### International Access Symbol

The International Access Symbol may be used for two purposes. In pre-event publicity, this symbol should be used to indicate that an event is being held in a wheelchair accessible location. At appropriate event locations, this symbol should direct people to accessible features of a facility or to access information. A photocopy of the symbol enlarged for 8 ½” x 11” paper, mounted on cardboard, is an acceptable means of reproducing the symbol for use at events.



### Teletypewriter Device for the Deaf and Hard of Hearing (TDD)

A TDD or TTY is a keyboard device that transmits typed messages over phone lines. This symbol may be appropriately used in pre-event publicity to indicate an accessible phone number that can be called for information or accommodation requests, if such a device is available. If a facility is not equipped with a TDD, the TDD symbol may appear with the phone number of the Massachusetts Telephone Relay Service (1-800-439-2370).



### Assistive Listening Devices

Assistive Listening Devices are headsets that amplify or filter sound. The symbol for Assistive Listening Devices should be used in pre-event publicity to indicate that assistive listening devices may be available, and to indicate how people may reserve/request them.



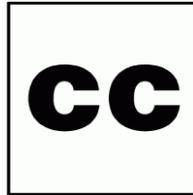
## **Sign Language Interpreters**

Pre-event publicity should invite participants to request sign language interpreters in advance of an event. However, if it is known that sign language interpreters will be available at an event, then the symbol should be used in event publicity.



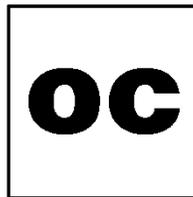
## **Closed Captioning (CC)**

Closed Captioning (CC) (commonly known as subtitles) enables people who are deaf or hard of hearing to read a transcript of the audio portion of a video, film, exhibition or other presentation. As the video plays, text captions transcribe (although not always verbatim) speech and other relevant sounds.



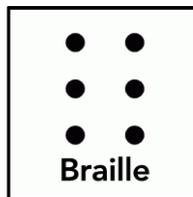
## **Opened Captioning (OC)**

This symbol indicates that captions, which translate dialogue and other sounds in print, are displayed on the videotape, movie, television program or exhibit audio. Open Captioning is preferred by many, including deaf and hard-of-hearing individuals, and people whose second language is English. It also helps teach children how to read and keep sound levels to a minimum in museums and restaurants.



## **Braille Symbol**

This symbol indicates that printed material is available in Braille, including exhibition labeling, publications and signage.



\*Note: These and other access symbols may be downloaded from the following site:  
<https://www.graphicartistsguild.org/resources/disability-access-symbols/>