

Policies of the University of North Texas at Dallas	Chapter 11
11.007 Elevator Outage Policy for Students Unable to Use Stairs at the College of Law	Facilities and Real Estate

Policy Statement. The University of North Texas at Dallas (UNT) College of Law (COL) is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990 (as amended in 2008) and Section 504 of the Rehabilitation Act of 1973. To provide equality of educational access for students with disabilities, reasonable accommodations will be provided to the extent necessary to comply with federal and state law. This policy details the accommodations the COL at UNTD will make for students with disabilities who are unable to use the stairs in the event of an elevator outage.

Application of Policy. This policy applies to all UNTD COL students with a disability who are trying to access courses or events at the COL at 1901 Main Street Dallas, TX 75201.

Definitions.

1. **Building Operations Staff.** “Building Operation Staff” means those in charge of UNT System Building and COL security operations.
2. **IT Tech Support.** “IT Tech Support” means the IT Tech Support staff who provide services to the College of Law.
3. **Disability.** “Disability” means an individual having a physical or mental impairment which substantially limits one or more of a person’s major life activities, a record of such an impairment, or being regarded as having such an impairment.
4. **Reasonable Accommodations.** “Reasonable Accommodations” means any modification or adjustment to a course, program, activity, or facility that will enable the student with a disability to participate in a respective program of instruction and attain the same level of performance or to enjoy equal benefits and privileges as are available to an individual without a disability. Modifications of the educational requirements of a program or course are as necessary and appropriate so that such requirements do not discriminate or have the effect of discriminating against a student on the basis of a disability. Reasonable accommodations cannot be made to academic requirements that are essential to the course, to a student’s program of instruction, or which relate directly to licensing requirements. Modifications may include but are not limited to: extended time for exams, reduced distractions in testing environments, degree modifications, and relocation of classrooms to accessible locations.

Procedures and Responsibilities.

Main Elevator Down. If the main passenger elevator is not in operation:

1. Two (2) e-mails will be sent by the Building Operations Staff:
 - a. An e-mail will be immediately sent to the UNT Dallas College of Law Community (including all COL personnel and students) informing them that the main passenger elevator is not in operation.
 - b. An email providing notice that the main passenger elevator is down will be immediately sent to the Assistant Dean of Student Affairs; the Senior Administrative Associate to Student Affairs, Student Life, and External Engagement; Assistant Director of Disability Services; and IT Tech Support.

Responsible Party: Building Operations Staff

2. The Security Guards on duty will provide the student with necessary access to utilize the maintenance elevator to access the various floors. The student can reach the Security Guards at 214-571-9719 when the student needs to request assistance to access the maintenance elevator.

Responsible Party: Student, Security Guards

3. When the main passenger elevator resumes service, two (2) e-mails will be sent by the Building Operations Staff:
 - a. An email will be immediately sent to the COL Community (including all COL personnel and students) providing notice that the main passenger elevator is operational.
 - b. An e-mail providing notice that the main passenger elevator is operational will be sent directly to the Assistant Dean of Student Affairs; the Senior Administrative Associate to Student Affairs, Student Life, and External Engagement; Assistant Director of Disability Services; and IT Tech Support.

Responsible Party: Building Operations Staff

Main and Maintenance Elevators Down. If the main passenger elevator and the maintenance elevators are both not in operation:

1. Two (2) notices will be sent by the Building Operations Staff:
 - a. An email will be immediately sent to the COL Community (including all COL personnel and students) informing them that both the main passenger elevator and the maintenance elevator are not in operation.

- b. The Building Operations Staff will immediately notify IT Tech Support and the COL Dean of Student's Office by e-mailing or calling the following individuals in priority order until receiving a response from at least one individual:
- i. Assistant Dean of Student Affairs
Kevin Robinowich
E-mail: kevin.robinowich@untdallas.edu
Phone: 214-243-1789
 - ii. IT Tech Support
IT Service Desk
E-mail: helpdesk@untdallas.edu
Phone: 214-243-1777
 - iii. Senior Administrative Associate to Student Affairs, Student Life, and External Engagement
Myranda Staten
E-mail: myranda.staten@untdallas.edu
Phone: 214-243-1788
 - iv. Assistant Director of Disability Services
Cynthia Suarez
E-mail: cynthia.suarez@untdallas.edu
Phone: 972-338-1777

Responsible Party: Building Operations Staff

2. IT Tech Support will work with the COL Dean of Student's Office to assist in providing access to any classes and events that take place on a floor that is temporarily not accessible while both the main passenger elevator and maintenance elevator are down.

Responsible Party: The COL Dean of Student's Office and IT Tech Support

3. IT Tech Support will establish an electronic connection (through a program such as Blue Jeans) to allow the student to attend the class or event electronically from an accessible room. The accessible room will be #104, with this use taking top priority over other uses for the room.

Responsible Party: COL Dean of Student's Office and IT Tech Support

4. When the main passenger elevator resumes service, two (2) e-mails will be sent by the Building Operations Staff:
- a. An email will be immediately sent to the COL Community (including all COL personnel and students) providing notice that the main passenger elevator, the maintenance elevator, or both are now operational.

- b. An e-mail providing notice will be sent directly to the Assistant Dean of Student Affairs; the Senior Administrative Associate to Student Affairs, Student Life, and External Engagement; Assistant Director of Disability Services; and IT Tech Support.

Responsible Party: Building Operations Staff

Student Responsibility.

1. At any time when an elevator is out of operation:
 - a. It is up to the student to watch for notices that an elevator is out of operation and to notify the Security Guards of a need to reach another floor. The Security Desk can be reached at: 214 – 571 - 9719

Responsible Party: Student

2. In the event that there is no operational elevator that will get a student to their location for a particular scheduled class or event:
 - a. The student should immediately report the situation to the Security Guards including the time and location of the class.
 - b. The Security Guards will inform the Building Operations Staff that an elevator is not operational.
 - c. The Building Operations Staff will immediately contact IT Tech Support and the COL Dean of Student's Office by e-mailing or calling the following individuals in priority order until receiving a response from at least one individual:
 - i. Assistant Dean of Student Affairs
Kevin Robinowich
E-mail: kevin.robinowich@untdallas.edu
Phone: 214-243-1789
 - ii. IT Tech Support
IT Service Desk
E-mail: helpdesk@untdallas.edu
Phone: 214-243-1777
 - iii. Senior Administrative Associate to Student Affairs, Student Life, and External Engagement
Myranda Staten
E-mail: myranda.staten@untdallas.edu
Phone: 214-243-1788
 - iv. Assistant Director of Disability Services
Cynthia Suarez
E-mail: cynthia.suarez@untdallas.edu
Phone: 972-338-1777
 - d. The individual who receives notice from the Building Operations Staff under "Student Responsibility" Section 2.c. of this policy will immediately

work with the student and IT Tech Support to assist a student in attending the class or event electronically.

- e. The student must watch for communications and instructions from staff who will assist the student in attending the class or event electronically.

Responsible Party: Student

References and Cross-references.

- Americans with Disabilities Act of 1990 (as amended in 2008)
- Section 504 of the Rehabilitation Act of 1973

Forms and Tools.

- None

Approved: 4/11/2019

Effective: 4/11/2019

Revised: