

Frequently Asked Questions

Disability and Accommodations Policy-0-108: **Outline of Public Accommodations**

If you need further clarification regarding the frequently asked questions below or you have other questions, please contact USF ADA Coordinator [Shari Wilson](#) or (813) 974-0068.

1. Reasonable Accommodations

a. What is a reasonable accommodation?

Reasonable accommodations can be provided by departments, programs, and event organizers at the request of guests and visitors with disabilities. Accommodations that are considered reasonable are those that do not fundamentally alter the nature of the institution's programs and policies, and do not place an undue hardship on the institution. Reasonable accommodations are distinguished from services of a personal nature (such as provision of wheelchairs, personal care assistance, etc.) which the university does not provide. For example, requests for accommodations at an athletics event are made to the Athletics Department.

b. Who pays for the accommodation with USF sponsored event?

Sponsors of programs and events, such as campus cinemas, lectures, and speakers are responsible for payment of the requested accommodation and must advise potential attendees who may require reasonable accommodations to participate, such accommodation must be requested of the program sponsor at least five (5) working days prior to the event. The accommodation will be provided and funded by the program or sponsor of the event.

c. Who pays for accommodation with visitors coming to campus?

Visitors to campus or those participating in university sponsored events needing reasonable accommodations should call the University department/unit responsible for coordinating the respective event, activity, or program. University departments or units that receive visitors' request for accommodations for an event, activity or program are responsible for paying for the requested accommodation. Equal Opportunity-Americans with Disabilities Act (EO-ADA) within the Office of Compliance and Ethics will work with the visitor and department/unit responsible for coordinating the event to determine the appropriate accommodation.

d. What department is responsible when visitors are on campus for a non-USF event?

The visitor should contact the ADA Coordinator in EO-ADA Compliance to request a reasonable accommodation within 5 days of the scheduled event.

e. What are considered emergency situations and what department is responsible?

Typically, the university department/unit is responsible for providing and paying for the requested accommodation. However, in emergency situations where a department or unit may not have enough time to fulfill the requested accommodation or may not have the available funds at that time to fulfill the request, the department or unit may contact the ADA Coordinator in EO-ADA Compliance where a determination will be made in order to ensure the individual's request is granted. If EO-ADA Compliance provides the funds to pay for the accommodation, the university department/unit will be responsible for reimbursing EO-ADA Compliance if such a determination is made. This determination will be made on a case-by-case basis.

2. Website Accessibility

a. Who is responsible for converting course websites/course materials to meet ADA compliance?

All electronic and web-based advertising, announcements and course content materials will meet USF Minimum Electronic and Web Accessibility Standards (MEWAS). This policy recognizes that USF's web sites originate from separate departments and/or operational units within USF, and that each department or operational unit shall be considered the responsible "publisher" of its web site.

Professors who have questions about specific course software and accessibility (canvas, blackboard, etc.) can consult with [Innovative Education](#).

b. Who is responsible for covering the cost of such conversion?

The specific department/college requesting the course content be made accessible for all students, including those with disabilities will be responsible for the cost of the conversion.

c. Who is responsible for providing closed captioning for USF sponsored events?

The University of South Florida provides sign language interpreting, CART, or C-Print services for qualified deaf and hard of hearing students. CART and C-Print are transcription services that provide access to the spoken word.

d. Who is responsible for providing closed captioning/interpreters for visitors/non-USF students?

The event sponsor is responsible for the cost associated with providing captioning and/or interpreting services for USF students and visitors. For USF students, the request should be made within 10 days of the event.

3. Employment

a. Where do employees request reasonable accommodations for job functions?

Requests for reasonable accommodations shall be submitted to [Central Human Resources](#). A request form can be found on the Central Human Resources website. The form along with medical documentation of the employee's disability should be submitted to the office. Such documentation is to include sufficient evidence that the employee has a physical or mental impairment that substantially limits one or more major life activities. The responsibility for funding the cost of a reasonable accommodation rests with the employee's department.

4. Admissions-Students

a. Where do admitted students request a reasonable accommodation for navigating campus and in the classroom?

New freshman and transfer students can apply for accommodations once admitted to the University of South Florida. Current students may apply at any time; however, accommodations are not retroactive. Students are responsible for identifying themselves to [Student Accessibility Services \(SAS\)](#) and present proper medical documentation to receive academic accommodations.

Students must complete the online Application for Accommodations Form found on the SAS website and supply supporting medical documentation. Documentation can be submitted through one of the following:

Students with disabilities who require reasonable accommodation to meet the academic requirements of USF or to participate in activities or services must request an accommodation in writing from Student Accessibility Services. Such requests must be accompanied by documentation of disability and an explanation of any documentation related to the need for the accommodation requested. SAS is responsible for approval of submitted documentation.

5. Transportation

a. Parking Decals

Accessible parking spots are available throughout campus. A USF parking permit is required for all individuals parking on-campus. Individuals using a disabled space are required to display their State Disabled placard/license plate and their USF student, employee, or visitor permit.

Visitors with a valid Disabled Veteran license plate are not required to display a USF parking permit. All spaces designated for the disabled are reserved twenty-four (24)

hours a day/seven (7) days a week. In the event that all disabled spaces are occupied, you may use any non-reserved, non-marked parking space close to your destination.

Unauthorized parking in a Disabled Space or inappropriate use of a disabled placard is a \$275 fine. Contact [Parking and Transportation](#) at 813-974-3990 for additional questions.

6. Disability/Americans with Disability Act Resources

- Americans with Disabilities Act Coordinator: 813-974-0068
<https://www.usf.edu/compliance-ethics/disability/index.aspx>
- Student Accessibility Services: 813-974-4309
<https://www.usf.edu/student-affairs/student-accessibility/>
- Counseling Center: 813-974-2831
<https://www.usf.edu/student-affairs/counseling-center/>
- Human Resources: 813-974-2970
<https://www.usf.edu/hr/>
- Parking & Transportation Services: 813-974-3990
<https://www.usf.edu/administrative-services/parking/>
- Americans with Disabilities Act website
<https://ada.gov>