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May 29, 1996

PD 96-02

MEMO TO: Vice President, Deans, Directors, Department Chairs and
Administrative Heads

FROM: Robert L. Caret 
President

SUBJECT: Presidential Directive 96-02

ACCESS TO COMPUTER LABORATORIES

INTRODUCTION

San José State University is committed to providing an environment that is responsive to the needs of all students. To ensure this environment, appropriate accommodations in all computer laboratories will be provided to students with documented disabilities, as guaranteed by law.

PURPOSE

The purpose of this Presidential Directive is to assure continuing compliance by San José State University with applicable federal and state legislation and California State University policies regarding provision of services to students with disabilities.

This Presidential Directive is the university's response to the findings of the Self-Evaluation and Transition Report (The Report), completed on December 15, 1995. The Report indicates that there is a need to make certain that equal access to information technology be available for students with disabilities and that a multi-year plan be developed to ensure such access (Plan of Action). A plan of Action will be completed by August 31, 1996 and disseminated to the campus in the Fall of 1996.

POLICY

It is the policy of San Jose State University that students with documented disabilities shall be given access to computer laboratories, either through adaptive technology (adaptive software and hardware) or through conventional means (e.g., readers or assistants).

SJSU departments and programs will respond in a timely manner to student or administrative requests (e.g. Disability Resource Center) for access to computer laboratories, by acquiring the appropriate hardware and/or software.

GUIDELINES

1. Students with disabilities are encouraged to present or identify their disability needs for access to computer laboratories well in advance of their anticipated need (e.g. identify need in advance of registering for a course utilizing computers) to ensure that adaptive technology can be acquired, installed, updated or modified. Students with disabilities should have a confidential file in the Disability Resource Center (DRC) documenting their disabilities. Students may present their needs either to departments/programs or to the DRC.
2. The DRC will work with departments or programs, faculty or staff to verify a student's need and to acquire appropriate technology to make computer laboratories accessible. The hardware and software acquired should be consistent with that installed in the High Technology Center (HTC). The HTC is a training facility, located in Clark Library, where students with disabilities are offered training and instruction to enable independent use of technology.
3. For time sensitive academic work, students with disabilities will be provided readers, assistants or other helpers while adaptive technology is being acquired and installed.
4. Once a PC station is equipped with adaptive technology, it must remain accessible to students with disabilities. Adaptive technology will be acquired upon request and in a timely fashion. Programs and departments will assign technicians and staff as needed to ensure that adaptive technology is acquired and maintained, once requested.