



## FUNDING AND COORDINATING ACCOMMODATIONS FOR UW STUDENTS WITH DISABILITIES POLICY

### PURPOSE

The policy of the Board of Regents of the University of Wisconsin System is to ensure “that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the universities.”<sup>1</sup> Each qualified person shall receive reasonable accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

The purpose of this document is to describe the coordination and funding responsibilities different entities on campus have in providing commonly anticipated academically-based accommodations to UW-Madison students with disabilities. Funding and coordination for unusual or extraordinary academic accommodations may require an alternative process more closely involving the program, school or college the student is enrolled in (e.g., study abroad, professional school internships or clerkships, lecture capture, etc.). These will be negotiated on a case by case basis.

### POLICY STATEMENT

Providing accommodations to individuals with disabilities is a collaborative process involving the campus as a whole. Distributing the cost and coordination of accommodation throughout campus is well established at UW-Madison. This method ensures that including individuals with disabilities in campus life is a responsibility shared by all campus members.

#### Roles & Responsibilities

1. The McBurney Disability Resource Center has authority for determining if students are “qualified disabled persons’ and with assisting in identifying reasonable accommodations.
2. The McBurney Disability Resource Center is a primary provider of classroom-based accommodations, including interpreting, captioning, notetaking, and document conversion, for enrolled students taking courses for credit.
3. Facilities, Planning and Management (FP&M) has primary responsibility for barrier-removal and facilities access, as well as individual student accommodations

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<sup>1</sup> <http://www.uwsa.edu/acss/disability/policy96-6.htm>

#### **Division of Student Life**

75 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706-1380  
608/263-5700 Fax: 608/265-5646 Email: dean@odos.wisc.edu <http://www.students.wisc.edu>

- related to the physical environment including but not limited to an accessible classroom table or chair, door openers, and Braille signage.
4. Faculty works with students to discuss and coordinate some recommended classroom accommodations (e.g., test accommodations, class notetakers, etc.).
  5. Developers of web-based content are responsible for making that content, including multi-media content, accessible.  
<http://www.wisc.edu/wiscinfo/policy/wwwap.php>
  6. The McBurney Disability Resource Center and the Associated Students of Madison (ASM) coordinate accommodations requested by students participating in registered student organizations (RSOs).
  7. Units offering co-curricular or non-credit activities are responsible for the associated accommodations (per VCA Torphy and Bazzell<sup>2</sup>).

### **Funding Accommodations**

The budgets of the McBurney Center and FP&M cover most of the costs associated with accommodations and campus access for students with disabilities<sup>3</sup>. Additionally, the Associated Students of Madison (ASM) funds accommodations for students related to participating in RSOs. Costs associated with student accommodations outside the scope of the McBurney Disability Resource Center, FP&M, and ASM are the responsibility of the school, college or division (e.g., Recreational Sports, Enrollment Management, Divisional of Information Technology, Athletics, etc.) offering the activity for which the accommodation is requested<sup>4</sup>. This includes but is not limited to producing accessible media (transcripts for podcasts, captioning for video content), and creating accessible web-based instruction or web-based services. Accommodations for conferences, lectures, seminars, etc., for which there is an attendance fee, should be paid from the respective fee income.

### **Contingency (Guarantee Reserve) Funding**

To ensure that student accommodations are not denied and to provide a guarantee that costs incurred in providing accommodations from Fund 101/GPR do not adversely affect the budgets of individual units on campus, the Madison Budget Office has established a guarantee reserve to offset any fiscal year-end deficits that result from providing necessary accommodations. Allocations will be made from this reserve, at fiscal year end, under the following conditions:

1. the school, college or division offering the activity/program pays for the accommodations from their existing 101/GPR funds. This includes costs incurred at the departmental level for providing accommodation for a departmentally offered activity/program (e.g., media captioning costs for a Communication Arts class is the responsibility of the College of Letters and Sciences).

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<sup>2</sup> See Appendix D for copies of memos from VCA Office

<sup>3</sup> See Appendix A and B for detail regarding McBurney and FP&M funded accommodations

<sup>4</sup> See Appendix C for detail regarding types of accommodations and costs that fall to schools, colleges and programs to fund.

2. the type and cost of accommodations being provided are reported to the Madison Budget Office prior to, or at least at the time the activity takes place;
3. the 101/GPR fund budget from which the accommodations are paid must have a fiscal year end deficit and the costs of the accommodations must have contributed to that deficit;
4. the allocation will be limited to the amount of the fiscal year end deficit or the cost of the accommodations, whichever is smaller.

**FOR MORE INFORMATION**

For more information on disability determinations and/or assistance with reasonable accommodations, contact Cathy Trueba, McBurney Disability Resource Center Director, 608/263-2741, [cmtrueba@odos.wisc.edu](mailto:cmtrueba@odos.wisc.edu).

For more information about facilities access, contact Top Tantivivat, FP&M Facilities Access Specialist, 608/263-2031, [vtantivivat@fpm.wisc.edu](mailto:vtantivivat@fpm.wisc.edu)

Budget related question should be directed to the Vice Chancellor for Administration at 608/263-2467.

Issued: University of Wisconsin–Madison

Original Date Issued: April, 1992, John Torphy, Vice Chancellor for Administration

Date of Reissue: April 2003, Darrell Bazzell, Vice Chancellor for Administration

Reissue Effective Date: April 2003

Date of Second Revision: July 2010

Second Revision Effective Date: August 2010

## **Appendix A: McBurney Disability Resource Center Funded Services and Accommodations for Students with Disabilities**

- Captioner services for lectures, discussions, labs, field placements, and other required classroom activities/credit-based academic activities
- Class notetakers and notetaker supplies
- Document conversion services (e.g., costs associated with the delivery of audio, large print, or Braille materials)
- Interpreter services for lectures, discussions, labs, field placements and other required classroom/credit-based academic activities
- Test accommodation proctor and technology costs
- General, adaptive and/or specialized equipment needed to deliver the above-named services
- Maintenance and repair costs and contracts associated with adaptive and/or specialized equipment to deliver the above-named services

## **Appendix B: Facilities Planning and Management Funded Services and Accommodations**

- Ensure physical accessibility of over 900 acres, 300 buildings and 13,000 parking stalls
- Conduct facility access audits, develop recommendations on facility access needs and, assist with the scope of prioritization of project requests
- Review plans for new buildings and building renovation projects for accessibility code compliance as well as for connectivity with accessible pedestrian routes on campus.
- Respond to requests for accommodations involving facilities and parking.
- Maintain current information on accessible pedestrian routes shown on the Campus Map
- Provides current information about life safety and emergency planning for people with disabilities.
- Partner with Physical Plant employees to clear snow from pedestrian routes for people with disabilities in winter
- Partner with the Division of Information Technology and departments on accessible telecommunications

## **Appendix C: School, College and Program-funded Accommodations**

- Transcription and captioning costs for purchasing or otherwise making classroom-based or program media accessible (e.g., video, podcast, lecture capture, etc.)
- Developing accessible on-line content (e.g., navigation features, text in formats accessible to screen readers, image tagging, closed/open captioning, etc.)
- Accommodations<sup>5</sup> needed to attend campus events that may be recommended but are not required in a credit-based course a student is enrolled in. These include but are not limited to lectures, forums, performances, conferences and trainings.
- Accommodations needed to participate in non-registered student organization (RSO) events
- Accommodations needed to attend campus events sponsored by a department, school, college or program
- Common adaptive hardware or software that remains in computer labs, libraries or other campus and/or community spaces

Revised 7/8/10

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<sup>5</sup> Accommodations include but are not limited to sign language interpreters, speech to text providers, document conversion, room or event relocation and accessible transportation.

UNIVERSITY OF  
WISCONSIN  
MADISON

April 24, 1992

MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: John Torphy

SUBJ: Reasonable Accommodations for Individuals with Disabilities

Questions have been raised during the past year regarding the costs and funding of providing reasonable accommodations for individuals with disabilities at UW-Madison sponsored activities (e.g., lectures, conferences, etc.). The purpose of this memorandum is to outline a procedure to ensure that such accommodations are not denied and to provide a "guarantee" that costs incurred in providing such accommodations from Fund 101 do not adversely affect the budgets of individual units on campus. As noted below, the actual costs of such accommodations are almost always relatively small.

The policy of the Board of Regents of the University of Wisconsin System is to ensure that no qualified person, shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University of Wisconsin System. Each qualified person shall receive reasonable accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

Many of these accommodations cost nothing at all (i.e., preferential seating, special parking, priority registration, medical withdrawal). The vast majority cost under \$500. Following are some examples of accommodations that may require an expenditure:

- sign language/oral interpreter (average cost: \$21 per hour, 2 hour minimum),
- enlarged print (use your copy machine), braille (average \$1 per page),
- typed materials (\$4.50-\$7.50 per hour for student assistant),
- Telecommunications Device for the Deaf (\$250-\$500),
- adjustable table (\$250-\$350, or put table on wood blocks).

Financial responsibility for providing reasonable accommodations (other than barrier removal projects and direct course-related accommodations for students) belongs to the unit sponsoring the activity for which the accommodation is requested. Accommodations for conferences, lectures, seminars, etc. for which there is an attendance fee should be paid from the respective fee income. Fund 131 sponsored activities must provide reasonable accommodations from existing 101 budgets. However, to help alleviate a real or perceived financial burden on already strained budgets, the Office of Budget, Planning and Analysis will establish a "guarantee" reserve to offset any fiscal year-end deficits that result from providing these accommodations.

Office of Budget, Planning and Analysis

170 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706-7300



September 2007

MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Darrell Bazzell

SUBJECT: Reasonable Accommodations for Individuals with Disabilities

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Given the current budget situation, questions may be raised about the costs and funding of providing reasonable accommodations for individuals with disabilities at UW-Madison. The purpose of this memorandum is to outline a procedure to ensure that such accommodations are not denied and to provide a “guarantee” that costs incurred in providing such accommodations from Fund 101 do not adversely affect the budgets of individual units on campus. As noted below, the actual costs of such accommodations are almost always relatively small.

The policy of the Board of Regents of the University of Wisconsin System is to ensure that no qualified person, shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University of Wisconsin System. Each qualified person shall receive reasonable accommodations needed to ensure equal access to educational opportunities, programs and activities in the most integrated setting appropriate.

Many of these accommodations cost little or nothing at all (e.g., preferential seating, special parking, raising table height using wood blocks, enlarging font size on handouts and exams ). The vast majority cost under \$500. Following are some examples of accommodations that may require a more significant expenditure:

- Sign language interpreter (\$40-80/hour, 2 hour minimum, assignment may require teaming, parking, travel and prep time. Weekend rates may apply.)
- Real time captionist (\$60-100/hour, 2 hour minimum, assignment may require teaming, parking, travel and prep time. Weekend rates may apply.)
- Document and media conversion (e.g., conversion to Braille \$1.50 per Braille page, 1 print page = 2-3 Braille pages, electronically scanned print materials)
- Web and media accessibility (e.g., transcripts for podcasts, captioning for videos, etc. see <http://www.doit.wisc.edu/accessibility/index.asp>)



- Telecommunication equipment the individuals who are Deaf or hard of hearing (\$250-\$600)
- Adjustable work table (\$250-\$750).

Financial responsibility for providing reasonable accommodations (other than barrier removal projects and direct course-related accommodations for students) belongs to the unit sponsoring the activity for which the accommodation is requested. Accommodations for conferences, lectures, seminars, etc., for which there is an attendance fee, should be paid from the respective fee income. Fund 101 sponsored activities must provide reasonable accommodations from existing 101 budgets. However, to help alleviate a real or perceived financial burden on already strained budgets, the Office of Budget, Planning and Analysis has established a “guarantee” reserve to offset any fiscal year-end deficits that result from providing these accommodations.

Allocations will be made from this reserve, at fiscal year end, under the following conditions:

1. the unit sponsoring the activity/program pays for the accommodations from their existing 101 funds;
2. the type and cost of accommodations being provided are reported to the Office of Budget, Planning and Analysis prior to, or at least at the time the activity takes place;
3. the fund 101 budget from which the accommodations are paid must have a fiscal year end deficit and the costs of the special accommodations must have contributed to that deficit;
4. the amount of the allocation will be limited to the amount of the fiscal year end deficit or the cost of the accommodations, whichever is smaller.

The McBurney Disability Resource Center and the Office of Equity and Diversity have authority for determining if individuals are “qualified disabled persons” and with assisting in identifying reasonable accommodations. For more information on disability determinations and/or assistance with reasonable accommodations, you may contact Cathy Trueba, McBurney Disability Resource Center Director, 263-2741, [cmtrueba@odos.wisc.edu](mailto:cmtrueba@odos.wisc.edu) for student-related questions or Barb Lanser, Office of Equity and Diversity, 263-2407, [blanser@vc.wisc.edu](mailto:blanser@vc.wisc.edu) for employee requests.

Budget related question should be directed to me at 263-2509.

DB/df

xc: Cathy Trueba  
Barb Lanser  
Tim Norris  
Lori Berquam