



CALIFORNIA STATE UNIVERSITY, SACRAMENTO UNIVERSITY POLICY MANUAL

Policy Title: Collective Access and Inclusive Event Planning

Policy Administrator: Chief Diversity Officer

Authority: Chief Diversity Officer

Effective Date: when President signs the policy - leave blank

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Index Cross-References:

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Collective Access and Inclusive Event Planning

Policy Statement:

Sacramento State is committed to promoting full participation and equal access to university programs and activities for all individuals. All officially recognized divisions, departments, and university entities are required to plan proactively and communicate clearly to ensure reasonable accommodations are provided for individuals with disabilities

The University engages in a collaborative, interactive process to determine what constitutes a reasonable accommodation. Under the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), individuals with disabilities have the right to indicate accommodations that best meet their needs. Final determinations may involve legal counsel when necessary.

We are committed to acting in good faith and making diligent efforts to deliver these accommodations in a timely manner.

While individual accommodations remain essential, this policy encourages event organizers to design for collective access—ensuring the broadest inclusion possible by embedding accessibility from the outset of event planning.

We recognize that requesting access repeatedly, being denied accommodations, or facing inaccessible experiences causes harm. This policy aims to reduce the burden on disabled community members by proactively designing for access and honoring the time, labor, and dignity of every member of our campus community.

Who the Policy Applies to:

This policy applies to all events and activities sponsored by officially recognized divisions, departments, and university entities. It is intended to serve all participants of these activities, including students, faculty, staff, alumni, families, community members, vendors, and other external guests who engage in university-sponsored programming.

Statement of Commitment

Sacramento State affirms that accessibility is a shared responsibility rooted in our core values of diversity, equity, inclusion, and belonging. This policy upholds the principles of Disability Justice, a movement framework led by disabled Black, brown, queer, and trans people. Disability Justice honors the leadership and dignity of individuals with disabilities across all aspects of campus life, recognizes that ableism intersects with other forms of oppression, and seeks to build systems rooted in care, sustainability, and belonging. Accessibility is not only a matter of compliance but also of institutional integrity and care.

In alignment with our commitment to shared governance and Disability Justice, Sacramento State is committed to meaningfully include disabled students, staff, and faculty as co-creators in the planning, implementation, and evaluation of event accessibility.

Purpose of the Policy:

This policy ensures compliance with applicable state and federal laws, including but not limited to:

- Americans with Disabilities Act (ADA)
- Sections 504 and 508 of the Rehabilitation Act of 1973
- California Fair Employment and Housing Act (FEHA)
- Government Code § 12940 et seq.
- Education Code §§ 67302 and 67310-13

This policy outlines the roles and responsibilities for planning accessible and inclusive events and provides guidance to ensure inclusion, equity, and compliance in event design and delivery.

Responsibilities

Campus Entities: All divisions, departments, and event-hosting units are responsible for ensuring compliance with this policy. Accessibility must be considered an integral part of event planning process. Proactive compliance with this policy is the responsibility of all divisions, departments, and event-hosting units, beginning at the inception of their event planning.

ADA Coordinator: Oversees university-wide compliance with Title II of the ADA and Section 504 of the Rehabilitation Act of 1973. The ADA Coordinator serves as a resource and advisor for complex cases, especially when questions about undue hardship arise.

ASL/English Campus Interpreter Coordinator: In collaboration with the ADA Coordinator, the ASL/English Interpreter Coordinator works with the Deaf Community to ensure best practices and serves as a resource and advisor for issues of Interpreting.

Event Organizers: Are responsible for:

- Ensuring accessibility for all participants and making every effort to provide equitable access to event content and experiences, including in-person, virtual, and hybrid events.
- Providing a point of contact name and email for requesting a reasonable accommodation and coordinating these services, unless doing so would fundamentally alter the nature of the event or cause undue financial or administrative hardship.
- Consulting the ADA Coordinator before denying any accommodation request.
- Ensuring events, including those that do not require RSVP, include accessibility considerations such as:
 - Accessible seating
 - Clear and navigable pathways
 - The name and email for a event point of contact for participants to request specific accommodations, such as captioning services and ASL-English interpretation.

A. Advertising University Events

1. All event advertisements must be created in an accessible format, including but not limited to accessible hyperlink text, readable fonts and sizes, appropriate color contrast, and descriptive text for images and graphics.
 2. Advertisements must include:
 - Clear contact information (name, phone number, and email address) to request accommodations.
 - A deadline by which accommodation requests must be submitted (recommended at least 10 business days in advance)
 3. Once the confirmation of ASL interpretation at an event has occurred, hosts are encouraged to display a visual symbol on the invitation indicating its availability,
 4. Organizers must respond to accommodation requests in a timely and respectful manner.
 5. Sample accessibility statement: "To request reasonable accommodations, contact [Name] at [Phone/Email] by [Date]."
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B. Financial Support for Accommodations

1. Event budgets must account for the cost of providing reasonable accommodations.
 2. Revenue-generating events are expected to cover the costs of accommodations.
 3. Departments that are unable to fund accommodations from existing budgets should contact the ADA Coordinator for guidance and recommendations.
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C. Postponement or Cancellation of Events

If a requested reasonable accommodation cannot be fulfilled, the event organizer must consult with the **ADA Coordinator (or designee)** to determine next steps, which may include modifying, postponing, or canceling the event. The ADA Coordinator will evaluate the request and, if services are **denied**, the requester will be notified in writing along with information about the **review or appeal process**.

There are two key scenarios:

1. **Accommodation Denied**

If a request is reviewed and **formally denied**, the decision must be documented and communicated with the rationale. The individual requesting the accommodation must be informed of their right to appeal or request further review.

2. **Accommodation Not Available**

If a requested accommodation **cannot be secured** in time (e.g., interpreter unavailable, vendor delay), the event organizer must:

- Work with the ADA Coordinator to explore **alternative solutions** (e.g., rescheduling, offering remote access, recording content for later viewing).
- Engage the participant(s) to discuss feasible options.
- If no appropriate alternative can be arranged, **cancellation or postponement** may be required.

Planning Notice:

Some accommodations require significant lead time, such as:

- ASL-English interpretation
- Food and beverage accommodations
- Conversion of materials into alternate or accessible formats
- Physical adjustments (e.g., installing ramps or modifying space layouts)

Organizers must make **good-faith efforts** to anticipate accessibility needs and coordinate accommodations in a **timely and responsive manner**. Proactive planning is essential to minimize disruptions and uphold the institution's commitment to access and inclusion.

D. Feedback and Continuous Improvement

To promote accountability and continuous learning, event organizers must include a mechanism for collecting anonymous accessibility feedback following all events. This feedback should be reviewed and thoughtfully considered to inform future event planning. The university will also regular accessibility audits in partnership with disabled community members.

Approved by:



J. Luke Wood, **President**

Date: August 15, 2025