Policy Proposal & Impact Statement (PPIS)

New Policy / Revision / Elimination

Request to:

- ☐ Develop a new policy.
- ☐ Develop a policy to replace an existing policy.
- ☑ Revisions to existing policy.
- ☐ Eliminate Existing Policy.
- ☐ Periodic Full Review of Policy (Done every 4 years per schedule).

Title and Number of Policy (if applicable): CWUP 402-01 Reasonable Accommof Persons with Disabili

Policy(ies) replacing (If Applicable):

Submission information:

Date: 10/28/2026 Name of person initiating this PPIS: Staci Sleigh-Layman

Responsible Office / Unit: Human Resources

Responsible Policy Executive Senior Vice President - Finance and Administration

New Policy Title (If Applicable)

Reason(s) for New Policy / Change to Policy / Elimination of Policy:

The current policy and Appendixes were approved most recently in 2013. At that time, Disability Services was a unit within Human Resources. This was before the creation of the Office for Civil Rights Compliance and Title IX. As the office was established, procedures changed to reflect the division of responsibilities. However, policy and procedures were not edited to ensure these revised practices were reflected.

In addition, this policy is currently assigned to Senior Vice President - Finance and Administration because the Director of Human Resources had responsibility for ADA compliance. Since this responsibility is now contained in the PD for the

Policy Statement (what does this policy do? Provide overview of content, major changes or impact)

CWUP 402-01 ensures that qualified individuals with disabilities have equal access to employment, education, programs, services, and activities at CWU through reasonable accommodations and academic adjustments as required by federal and state law. This policy outlines the university's responsibility to remove barriers and provide reasonable accommodations so individuals with disabilities can fully participate in university life.

Fiscal Impact (What resources are needed to implement this policy / Any cost savings?).

At this point, no fiscal impact.

Equity Impact (How does this policy or changes to this policy support a higher level of equity for our students and community. Will it remove barriers to success and unintended consequences? Will it promote increased student success or equal access in employment?)

This policy seeks to ensure that the needs of individuals with disabilities are met.

Routing Instructions:

Policy Writer – After completing form, please submit to Policy Executive.

Policy Executive – After reviewing, please submit to University Policy Administrator.

University Policy Administrator – Will review and present Policy Proposal & Impact Statement (PPIS) to Executive Leadership Team and President prior to any further action.

Policy Executive Approval:

Joel Klucking
Name

Signature

11/2/2026
Date

Selected Policy Writer: Staci Sleigh-Layman

Deadline for completion of Initial draft: 11/30/2026

Offices or Persons to seek feedback from:

Disability Services, Human Resources. Potential change of Policy Executive and Responsible Unit

Next step - Return PPIS to University Policy Administrator

President Approval

☑ Approve Policy Proposal & Impact Statement

Signature

☐ Remand to Policy Writer

Date 11/4/2026

☐ Reject PPIS – *(provide explanation)*

Notes or Explanation:

Submit to University Policy Administrator via email at thomas.pedersen2@cwu.edu