VOLUNTARY RESOLUTION AGREEMENT

Rensselaer Polytechnic Institute Case No. 02-21-2175

This resolution agreement has been entered into voluntarily and does not constitute an admission by the Institute that it committed any wrongdoing, including, but not limited to, a violation of Section 504, the ADA, Title VI and/or their respective implementing regulations.

In order to resolve Case No. 02-21-2175, Rensselaer Polytechnic Institute assures the U.S. Department of Education, Office for Civil Rights (OCR), that it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104 and Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d *et seq.*, and its implementing regulation at 34 C.F.R. Part 100.

Action Item 1: Development of Procedures and Designation of Contact Person

- (a) The Institute will maintain procedures for responding to inquiries from individuals with mobility impairments who need assistance when on campus. The procedures should include how individuals can obtain assistance when visiting campus, including assistance for individuals on campus tours and move-in day.
- (b) The Institute will also designate an accessibility contact person who is available during regular business hours to respond to any inquiries or complaints regarding access to Institute programs and activities. The Institute will ensure that the accessibility contact person has the knowledge and authority to respond to inquiries and to promptly implement accommodations when necessary to provide an individual with a disability access to the Institute's programs and activities in accordance with Section 504. The Institute will also ensure that an alternative contact person is available to respond to inquiries in the accessibility contact person's absence and during non-business hours. The Institute will prominently display information regarding its accessibility services, including the accessibility inquiry procedures and the accessibility contact person and alternative contact person (including names/titles, telephone numbers, and email addresses), on its website and ensure that all Institute offices and departments, including the Department of Public Safety, are able to provide information regarding the accessibility contact person to any interested individual.

Reporting Requirements:

By April 1, 2022, the Institute will:

- 1. Provide documentation to OCR indicating that it has (a) designated an accessibility contact person and alternative contact person; and (b) developed procedures for responding to inquiries from individuals with mobility impairments who need assistance when on campus; and
- 2. Provide to OCR a list of the websites and physical locations where information regarding the contact person has been posted.

Action Item 2: Training

The Institute will provide training to all administrators and staff involved in admissions, including but not limited to staff in the Institute's Admissions office, Office of Disability Services for Students, and Department of Public Safety, on the following:

- The Institute's Section 504 policies and procedures, including an explanation of the Institute's obligation to provide access to its programs and activities;
- An explanation of the prohibition against discrimination on the bases of race and disability, pursuant to Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964;
- The procedures for responding to inquiries from individuals with mobility impairments who need assistance when on campus;
- Information regarding the designated accessibility contact person; and
- Information regarding how to file a complaint of discrimination based on race and/or disability, both pursuant to the Institute's grievance procedures and with OCR.

Reporting Requirement: By May 31, 2022, the Institute will provide documentation to OCR demonstrating that training was provided consistent with Action Item 2 above, including: (a) the name(s) and credentials of the individual(s) who conducted the training; (b) a list of the individuals who attended the training and their positions; (c) the date(s) the training was conducted; and (d) copies of any training materials disseminated.

The Institute understands that by signing this resolution agreement (the Agreement), it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, the Institute understands that during the monitoring of this Agreement, if necessary, OCR may visit the Institute, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Institute has fulfilled the terms and obligations of this Agreement. Upon the Institute's satisfaction of the commitments made under this Agreement, OCR will close this case.

The Institute understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR will give the Institute written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

This agreement will become effective immediately upon the signature of the Institute's representative below.

Date:February 25, 2022	Signed: /s/
	Craig A. Cook
	Secretary of the Institute and General
	Counsel
	Rensselaer Polytechnic Institute