

**REASONABLE ACCOMMODATION PROCEDURE**

1. The individual with the disability completes the reasonable accommodation request form attaching verification of disability and job description which includes the essential functions of the position.
2. The Equity and Diversity Specialist reviews the request, including the essential job functions and medical documentation.
3. If deemed necessary, the Equity and Diversity Specialist meets with the requester to discuss the request.
4. The Equity and Diversity Specialist decides whether the ADA Accommodation Task Force needs to be convened. If so he/she identifies who will serve on the Task Force. The ADA Accommodations Task Force meets, gathers appropriate information, and reaches decisions concerning (a) whether the individual qualifies for an accommodation, and (b) what accommodation(s) would be effective and not cause an undue hardship,<sup>1</sup> and (c) which accommodation will be offered.
5. If an accommodation is not offered, or differs from the requested accommodation, the Equity and Diversity Specialist discusses the decision with the requester.
6. The Equity and Diversity Specialist notifies the Provost/Vice President for Academic Affairs if requester is a faculty member, or the appropriate manager/administrator if the requester is a staff member, of the request for reasonable accommodation and recommends funding.
7. The Equity and Diversity Specialist makes arrangements for the accommodation to be made.
8. The Equity and Diversity Specialist notifies the requester of the accommodation to be implemented.

<sup>1</sup>Before turning down an accommodation request based on undue hardship, the Equity and Diversity Specialist will consult with an ADA expert or University legal counsel.