

POLICY: REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

POLICY NUMBER: OED-2

Effective Date: July 2002

Revisions: October 2011

Responsible Officer: Senior Vice President of Student Life and Administrative Services

I. PURPOSE

Drexel University is committed to providing reasonable accommodations to qualified individuals with disabilities in order to provide to them equal educational and employment access and opportunity, including an equal opportunity to compete in the hiring process, to successfully perform during the course of their education or employment, and to participate fully in all programs and activities.

II. POLICY

Drexel provides reasonable accommodations to students, employees, and applicants who document their disability with the Office of Disability Services.

III. ELIGIBILITY

Qualified individuals with disabilities who are applicants, employees and/or students may be eligible for reasonable accommodations.

Campus guests who have a disability and need an accommodation should contact the Office of Disability Services.

IV. DEFINITIONS

Disability is any physical or mental impairment that substantially limits one or more major life activities.

Qualified Individual with a Disability is an individual with a disability, who is capable of performing the essential functions of a particular job or of participating in a particular course of study, with or without reasonable accommodations for his/her disability.

Qualified Student with a Disability is a student with a disability who meets the academic and technical standards required for admission or participation in the University's educational program or activity.

Reasonable Accommodation is any modification or adjustment that “levels the playing field” and enable a qualified student, applicant, or employee with a disability to enjoy equal educational or employment opportunities and participate fully in all programs and activities. A modification or adjustment is not reasonable if it imposes an undue burden on the University or fundamentally alters an educational program.

Essential Functions means the fundamental job duties of the position the individual with a disability holds or desires. The term “essential functions” does not include the marginal functions of the position. A job function may be considered essential for any of several reasons, including, but not limited to the following:

- a) the position exists to perform the function;
- b) there are a limited number of employees available who could perform the function; and/or
- c) the function is highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

V. PROCEDURES

STUDENTS - REQUESTING ACADEMIC ACCOMMODATIONS

The following steps must be completed to receive an accommodation:

Eligibility

1. Complete a Request for Accommodation form which can be found on the ODS website at http://www.drexel.edu/ods/student_reg.html.
2. Submit medical documentation: See <http://www.drexel.edu/ods/documentation.html>
3. Meet with an ODS staff member to determine reasonable accommodations.

Activation

4. Once a Request for Accommodations has been made and the accommodations are approved, ODS will provide the student with an accommodation verification letter (AVL) confirming that the student is registered with ODS and listing the accommodations to which the

student is entitled for the term.

* A student AVL is valid for one term.

5. To activate the accommodations, the student must provide his/her AVL to the faculty member or University administrator from whom the student is seeking accommodation.

Renewal or Modification of Accommodations

6. To renew or modify an AVL, the student must contact ODS and confirm their ongoing need for the listed accommodations or meet with an ODS staff member to determine appropriate and reasonable modifications.

EMPLOYEES - REQUESTING EMPLOYMENT ACCOMMODATIONS

The following steps must be completed to receive an accommodation:

Eligibility

1. Complete a Request for Accommodation form which can be found on the ODS website at http://www.drexel.edu/ods/student_reg.html.
2. Submit medical documentation: See <http://www.drexel.edu/ods/documentation.html>
3. Meet with an ODS staff member to determine reasonable accommodations.

Activation

4. Once a Request for Accommodations has been made and the accommodations are approved, ODS will provide the employee with an accommodation verification letter (AVL) confirming that the employee is registered with ODS and listing the accommodations to which the employee is entitled.
5. The employee AVL is activated upon issuance by the ODS and receipt by the employee's supervisor.

Modification of Accommodations

6. To modify an AVL, the employee must contact ODS to discuss appropriate and reasonable modifications.

APPLICANTS AND CAMPUS GUESTS

The following steps must be completed for a one-time accommodation to be put in place:

1. Complete a Campus Events Accommodation Request Form, which can be found on the ODS website at <http://www.drexel.edu/ods/forms/eventform.pdf>
2. Meet with an ODS staff member to determine reasonable accommodations.
3. Once reasonable accommodations have been determined, ODS will arrange for the activation of the agreed upon accommodations.

VI. RESPONSIBILITIES OF ADMINISTRATORS, ADVISERS, MANAGERS, SUPERVISORS, AND FACULTY MEMBERS

To ensure that all qualified individuals with disabilities receive the information and resources they need, all officers, deans, department heads, faculty members, academic advisors, directors, and supervisors must refer any individual who makes a request for an accommodation to the Office of Disability Services.

VII. APPEAL OF ODS DETERMINATION

Students

If there is a dispute as to whether an individual has a disability or whether the documentation provided is adequate, if ODS and the student with a disability cannot agree on a reasonable accommodation, or if ODS denies an accommodation, the student may appeal the decision in writing to the Director of Disability Services within thirty (30) days of the date of the decision.

The Director of Disability Services will make a determination and notify the student of the determination in writing within 10 business days of the receipt of the appeal.

Employees

If there is a dispute as to whether an employee has a disability or whether the documentation provided is adequate, if ODS and the employee with a disability cannot agree on a reasonable accommodation, or if ODS denies an accommodation, the employee may appeal the decision in writing to the Associate Vice President of Equality & Diversity within thirty (30) days of the date of the decision.

The Associate Vice President of Equality & Diversity will make a determination and notify the employee of the determination in writing within 10 business days of the receipt of the appeal.

RELATED POLICIES

OED-1 Equality and Non-Discrimination Policy