

**POLICY: REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES**

**POLICY NUMBER: OED-2**

**Effective Date: July 2002**

**Revisions: July 2015**

**Responsible Officer: Executive Vice President, Treasurer, and Chief Financial Officer**

**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 Resources.

**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 Resources.

**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 enables 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 ODR website at <http://www.drexel.edu/oed/disabilityresources/students/>.
2. Submit medical documentation: See <http://www.drexel.edu/odr/documentation.html>
3. Meet with an ODR staff member to determine reasonable accommodations.

#### Activation

4. Once a Request for Accommodations has been made and the accommodations are approved, ODR will provide the student with an accommodation verification letter (AVL) confirming that the student is registered with ODR 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 ODR and confirm their ongoing need for the listed accommodations or meet with an ODR 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 ODR website at <http://www.drexel.edu/oed/disabilityresources/students/>.
2. Submit medical documentation: See <http://www.drexel.edu/odr/documentation.html>
3. Meet with an ODR staff member to determine reasonable accommodations.

#### Activation

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

#### Modification of Accommodations

6. To modify an AVL, the employee must contact ODR 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 ODR website at <http://www.drexel.edu/oed/disabilityResources/guests/>.
2. Meet with an ODR staff member to determine reasonable accommodations.
3. Once reasonable accommodations have been determined, ODR 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 Resources. All referrals, even if initially made verbally, must be followed up in writing.

## **VII. FAILURE TO PROVIDE APPROVED ACCOMMODATIONS**

### Students

If a student believes that an accommodation that is listed on their Accommodation Verification Letter (AVL) as approved by ODR, has not been provided appropriately they should notify ODR immediately and request an appointment with an ODR Professional. The ODR Professional will investigate the student's allegation and report back to the student with their findings within a reasonable amount of time.

If the student disagrees with the findings of the ODR Professional they should raise the issue with the Director in the Office of Disability Resources and provide any additional information they feel is relevant. The Director will then perform a separate investigation and report back to the student within a reasonable amount of time.

### Employees

If an employee believes that an accommodation that is listed on their Accommodation Verification Letter (AVL) as approved by ODR, has not been provided appropriately they should notify ODR immediately and request an appointment with the Director of ODR. The Director will investigate the employee's allegation and report back to the employee with their findings within a reasonable amount of time.

If the employee disagrees with the findings of the Director of ODR they should raise the issue with the Associate Vice President of Equality and Diversity and provide any additional information they feel is relevant. The Associate Vice President of Equality and Diversity will then perform a separate investigation and report back to the employee within a reasonable amount of time.

## VIII. APPEAL OF ODR DETERMINATION

### Students

If there is a dispute as to whether an individual has a disability or whether the documentation provided is adequate, if ODR and the student with a disability cannot agree on a reasonable accommodation, or if ODR denies an accommodation, the student may begin the appeals process by submitting a Letter of Appeal to the Director of Disability Resources within thirty (30) calendar days of the date of such decision.

The Letter of Appeal must include:

1. Name and University ID number of appellant
2. Basis for the appeal
3. The remedy or relief sought
4. Any supporting information

Upon receipt of the Letter of Appeal, the Director of Disability Resources will review the appeal, make a determination, and notify the student of the determination in writing within 10 business days of the receipt of the appeal. In the event that the Director of the Office of Disability Resources made the decision which is being appealed, the Associate Vice President of Equality and Diversity will review the appeal and make a determination.

### Employees

If there is a dispute as to whether an employee has a disability or whether the documentation provided is adequate, if ODR and the employee with a disability cannot agree on a

reasonable accommodation, or if ODR denies an accommodation, the employee may begin the appeals process by submitting a Letter of Appeal to the Associate Vice President of Equality & Diversity within thirty (30) calendar days of the date of the decision.

The Letter of Appeal must include:

1. Name and University ID number of appellant
2. Basis for the appeal
3. The remedy or relief sought
4. Any supporting information

The Associate Vice President of Equality & Diversity will review the appeal, make a determination, and notify the employee of the determination in writing within 10 business days of the receipt of the appeal. In the event that the Associate Vice President of Equality and Diversity made the decision which is being appealed, the Executive Vice President, Treasurer, and Chief Financial Officer will review the appeal and make a determination.

### **RELATED POLICIES**

OED-1 Equality and Non-Discrimination Policy