

PROCEDURES TO REQUEST ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT

PURPOSE:

The Americans with Disabilities Act (ADA) is a federal civil rights act that requires the University to reasonably accommodate the needs of qualified individuals with disabilities. These procedures are designed to provide guidance to those who would request accommodation.

PROCEDURES:

1. **Who May Apply.** A person with a disability may receive an accommodation if the person has a physical or mental impairment that substantially limits one or more major life activity, has a record of impairment, or is regarded as having an impairment.
 - a. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, learning, and working.
2. **Accommodation.** Accommodations may include:
 - a. Making reasonable modifications to policies, practices, and procedures
 - b. Relocation of a service or program to an accessible site.
 - c. Providing auxiliary aids and services (assistive listening devices, real-time captioning, qualified interpreters, readers, large print and Braille)
 - d. Accepting Indiana relay calls.
 - e. Note that personal services and equipment are not required accommodations.
3. **How to Apply.** A qualified individual with a disability (QID) must notify the University, through the Affirmative Action Office (AAO), that he/she requires a disability accommodation.
 - a. The QID must suggest a reasonable accommodation that best suits his/her needs.
 - b. If a QID does not request an accommodation, the University is not required to provide one.
 - c. The request for accommodation is made on a [Request for Accommodation](#) form so that the University can have a full understanding of the request.
 - i. If a QID is unable to complete the form, then the AAO will assist.
 - d. Additional medical documentation may be requested by the University.
4. **Denials.** The University may deny a request for reasonable accommodation if the request is for personal services or devices (such as a hearing aid), if the modification will fundamentally alter the nature of the programs, services, or activity, or if it would pose an undue administrative or financial burden to provide the requested accommodation (if the requested accommodation is so expensive or time-consuming as to be unreasonable.)
5. **Alternative Accommodation.** The University is required to provide an accommodation that will effectively allow full participation in programs, services, and use of facilities. Determining an appropriate accommodation requires an interactive process between the QID and the AAO. Input and suggestions are

welcome and important during the process of finding an effective accommodation, but the accommodation selected may not be the first choice of the QID.