REQUEST FOR
ACCOMMODATIONS UNDER
THE ADA AND THE ADA
AMENDMENTS ACT OF 2008

It is the policy of The University of Texas Health Science Center
San Antonio to comply with the provisions of the Americans with
Disabilities Act (ADA) and the ADAAA (https://powerdms.com/link/
UTHSA/document/?id=1590332). The ADA prohibits discrimination
against people with disabilities in employment, transportation, public
accommodation, communications, educational environments, and
governmental activities. Title I of the ADA mandates reasonable
accommodations for qualified individuals with disabilities who are
employees, employment applicants, or applicants for admission to UT
Health San Antonio schools.

A qualified individual with a disability requesting accommodation must
submit the appropriate request for accommodations under the Americans
with Disabilities Act (ADA) as amended. Students, fellows and residents
must submit a Student/Resident Request for Accommodation (https://
ww2.uthscsa.edu/eeo/accommodation_under_ada.pdf) under the
American with Disabilities Act (ADA), form ADA-100, to the Executive
Director, Academic, Faculty, Ombudsperson and ADA Compliance Office
with a copy of the current job description (if appropriate).

The Executive Director, Academic, Faculty, Ombudsperson and ADA
Compliance Office will determine if additional medical information
is needed and will furnish the individual with any forms and/or
questionnaires necessary for the health care provider to complete.
This individual will evaluate information to determine eligibility within
the guidelines of ADA. The Executive Director, Academic, Faculty,
Ombudsperson and ADA Compliance Office will then coordinate with the
necessary institutional staff and the individual in an interactive process
to identify the essential functions of the job or the program of study and
determine whether there is an effective, reasonable accommodation
that will enable the employee, student, fellow or resident to perform
those essential functions. The Executive Director, Academic, Faculty,
Ombudsperson and ADA Compliance Office will follow-up on the
individual’s status/progress on an annual basis, or earlier as need arises.

Reasonable accommodations under the ADA are an ongoing process. At
any point in time, the individual receiving the reasonable accommodation
may request a reevaluation from the Executive Director. At that point, the
interactive process will be initiated and followed in accordance with ADA
guidelines.

The Executive Director, Academic, Faculty, Ombudsperson and
ADA Compliance Office shall keep all medical-related information
confidential and maintained separately from other personnel
records. However, supervisors and managers may be advised of
information necessary during the interactive process of determining
and implementing reasonable accommodations for qualified individuals
with disabilities. Additionally, first aid and safety personnel may be
informed, when appropriate, if the disability might require emergency
treatment, or if any specific procedures are needed in the case of fire or
other evacuation. Government officials investigating compliance with the
ADA may also be provided relevant information as requested.

Additional information can be found in the Institutional Handbook of
Operating Policies (HOP), Chapter 4, Section 4.2, Policy 4.2.3 (https://
powerdms.com/link/UTHSA/document/?id=1590332).