

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

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Additional information can be found in the Handbook of Operating Procedures (HOP) (<http://uthscsa.edu/hop2000>), Chapter 4, Section 4.2, Policy 4.2.3 (<http://uthscsa.edu/hop2000/4.2.3.pdf>).

It is the policy of the Health Science Center to comply with the provisions of the Americans with Disabilities Act (ADA) and the ADAAA (<http://uthscsa.edu/hop2000/4.2.3.pdf>). The ADA prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, educational environments, and governmental activities. Title I of the ADA requires an employer to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment or applicants for admissions as students, residents to one of the Health Science Center 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 (<http://uthscsa.edu/eo/form100studentresident.pdf>) under the American with Disabilities Act (ADA), form ADA-100, to the Executive Director, Academic, Faculty, Student Ombudsperson and ADA Compliance Office with a copy of the current job description (if appropriate).

The Executive Director, Academic, Faculty, Student 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, Student Ombudsperson and ADA Compliance Office will then coordinate with the necessary institutional staff and the individual 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 (interactive process). The Executive Director, Academic, Faculty, Student Ombudsperson and ADA Compliance Office will follow-up on the individual's status/progress on 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 of their request from the Executive Director. At that point, the interactive process will be implemented in order to deal with any new requests and/or revisions to the initial requests.

The Executive Director, Academic, Faculty, Student 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 to make the determinations they are required to make in connection with a request for an accommodation. 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.