

**ADMINISTRATIVE RULE NO: 1015-01  
RELATED TO POLICY SERIES NO: 1015**

**TITLE: REQUESTS FOR ACCOMMODATION**

Requests for accommodation are routinely resolved by the coordinator of Disability Services (DS) or the assistant director of Human Resources. Requests are processed in the following manner:

**STUDENTS**

- A. The student must present his/her request to the coordinator of Disability Services. If the request cannot be resolved at this level, the student and coordinator of DS proceed to Step 2.
- B. The student and the coordinator of DS present the request to the dean of Student Services. It may be resolved at this level, or may be determined the request should be presented to the Americans with Disabilities Act (ADA) Committee (Step 3). Depending upon the urgency or confidential issues surrounding the request, the coordinator may present it to the ADA Committee chair only.
- C. When the request is forwarded to the ADA Committee, it will be forwarded by the coordinator of DS in writing with a copy to each committee member. If the request is to appeal an adverse decision of a prior step, the student may write a supplemental statement.
- D. The student will receive written notification of the ADA Committee's decision.
- E. Requests may be presented to the ADA Committee in the following circumstances.
  1. The request cannot be met by an existing or current policy.
  2. The request is beyond the fiscal capabilities of the office of Disability Services.
  3. The request requires action by a department or division (i.e., keys, sidewalks, reconstruction of a space or classroom, etc.).
  4. The request requires additional intervention by administrators because the request is beyond the authority of the dean of Student Services.
  5. The request is an appeal of an adverse decision.

**EMPLOYEES**

- A. The employee must present his/her request to his/her immediate supervisor. If the request cannot be resolved at the department or division level, the employee and/or the immediate supervisor proceed to Step 2.

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- B. The employee and/or the immediate supervisor presents the request to the Human Resources Department. It may be resolved at this level, or may be determined the request should be presented to the ADA Committee (Step 3). Depending upon the urgency or confidential issues surrounding the request, the Human Resources representative may present it to the ADA Committee chair only.
- C. When the request is forwarded to the ADA Committee, it will be forwarded by the assistant director of Human Resources in writing with a copy to each committee member. If the request is to appeal an adverse decision of a prior step, the employee may write a supplemental statement.
- D. The employee will receive written notification of the ADA Committee's decision.
- E. Requests may be presented to the ADA Committee in the following circumstances.
  - 1. The request cannot be met by an existing or current policy.
  - 2. The request is beyond the fiscal capabilities of the employee's department or division.
  - 3. The request requires action by a department or division (i.e., keys, sidewalks, reconstruction of a space or classroom, etc.).
  - 4. The request requires additional intervention by administrators because the request is beyond the authority of the director of Human Resources.
  - 5. The request is an appeal of an adverse decision.

DATE OF ADOPTION: 07/09/96

DATE(S) OF REVISION(S):