Instructions for Completing the Request for Accommodation Form

The University requires completion of the Request for Accommodations Form along with sufficient medical documentation about your disability and functional limitations from an appropriate healthcare provider or rehabilitation professional when:

- your disability and/or the need for reasonable accommodation is not obvious
- upon returning to work following a medical leave of absence, you are in need of reasonable accommodations and your serious health condition also meets the definition of a “disability”.

Upon receiving the Request for Accommodations Form and sufficient medical documentation, the University will initiate an informal, interactive process with you to identify the limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations.

- An employee must complete the Request for Accommodations Form, attach medical documentation from your healthcare provider and make an appointment with Dr. Lori Corcoran prior to implementation of reasonable accommodations and/or returning to work from a medical leave of absence.
- The need for and sufficiency of medical documentation as furnished by the healthcare provider will be assessed on a case-by-case basis. If you provide insufficient documentation, the University will request further information and may not arrange for reasonable accommodation until sufficient documentation is provided.
- After engaging in the interactive process, the University will make the final determination of the reasonable accommodations that may be implemented, if any.

Definition of a Person with a Disability:
One who has a physical or mental impairment that substantially limits one or more major life activity(s).

- An impairment includes any physiological disorder or condition; or any mental or psychological disorder such as an intellectual disability, emotional or mental illness, and specific learning disabilities.
- Major life activity refers to activities that an average person can perform such as caring for oneself, performing manual tasks, seeing, hearing, communicating, or interacting with others.

Definition of Reasonable Accommodation:
A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of the job, or enjoy the benefits and privileges of employment.

Definition of Sufficient and Reasonable Medical Documentation:
- Describes the nature, severity, and duration of your disability, the activity(s) that the disability limits, and the extent to which the disability limits your ability to perform the activity(s);
- Substantiates why the requested reasonable accommodation is needed;
- Is provided by a healthcare provider qualified to diagnose in the appropriate area of specialization;
- Is on letterhead, typed, dated, signed, and otherwise legible; and
- Is based on a current evaluation (usually within three months).

Definition of healthcare provider:
Under federal regulations, a “healthcare provider” is defines as a doctor of medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, or a clinical licensed social worker, or a Christian Science practitioner.