

Tufts University Americans with Disabilities Act/Section 504 Policy

What is a “Reasonable Accommodation”?

In a university setting, the term “reasonable accommodation” can apply to both the academic and work environments. Tufts University, in accordance with the University’s non-discrimination policy, the Americans With Disabilities Act and the Rehabilitation Act (Section 504), provides reasonable accommodations to eligible staff, faculty, and students.

Reasonable accommodations are any adjustments made which remove barriers and allow a person to perform all necessary functions whether they are of an employment or academic nature.

- In terms of the academic environment, this could involve allowing a student extra time on an exam, changing a test format, or allowing the use of a tape recorder.
- In terms of the work environment, this could involve adjusting the employee’s schedule, modifying their working environment, or modifying their job duties.

Although it is the duty of the University to provide reasonable accommodations, it is the responsibility of the person with the disability to alert University personnel of the need for a reasonable accommodation under the Americans with Disabilities Act.

Processes for Requesting Accommodations

1. Student Housing Accommodations:

Medford Campus

If you are a student on the Medford campus, please visit the Office of Residential Life and Learning’s web site at:

http://ase.tufts.edu/reslife/TOP/Policies/Policy_for_Medical_Accommodation.html.

Boston Campus

If you are a student in the School of Medicine, please contact the Office of Student Affairs at (617) 636-6534.

If you are a student in the School of Dental Medicine, please contact the Office of Student Affairs at (617) 636-0882.

Grafton Campus

The Grafton campus does not offer housing.

2. All Other Student Accommodations:

If you are an undergraduate or graduate student in the School of Arts, Sciences, and Engineering requesting an academic accommodation, please visit the School of Arts, Sciences, and Engineering Disability Services web site at:

<http://www.studentservices.tufts.edu/DisabilityServices/information.htm> or contact the

Coordinator of Services for Students with Disabilities at 617-627-5571.

If you are a graduate or professional student of any Tufts school other than Arts, Sciences, and Engineering, please follow the procedures set forth in your school's student handbook or contact the Dean's office.

3. Workplace Accommodations:

If you are seeking a workplace accommodation, make the request to your supervisor or department head. For further information or assistance, please contact your campus HR office or OEO.

4. Additional Accommodations:

For requests by the public for reasonable access to University facilities and programs and all other requests not listed above, please contact the University's Disability Resources Coordinator in the Office of Equal Opportunity, Ballou Hall, Medford at (617) 627-3298 (TTY) 617-627-3370 or (TTY) toll free within the U.S. at 1-866-797-6881 who will help to initiate the interactive process.

5. How are accommodations made?

Accommodations are provided through an interactive process between the requester and Tufts representatives. According to the Equal Employment Opportunity Commission, the Interactive Process is "an informal, interactive process . . . [to] identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations."

The party requesting the accommodation may be asked to obtain specific supporting documentation from her/his treating specialist **to be forwarded to the University Human Resources Department, the University Office of Equal Opportunity, or to the Arts, Sciences, and Engineering Coordinator of Services for Students with Disabilities.** Depending on the case and the documentation presented, an evaluation by the Medical Director or by a health professional designated by Tufts University may be necessary. If requested, supporting documentation from a qualified clinician may include:

1. a diagnosis of the disability and any accompanying testing results
2. a detailed description of the specific impairment, limitations, functional need, and the medical justification for such need
3. a recommendation for the type of accommodation needed

Upon receiving and reviewing the necessary documentation, the interactive process may continue or a decision may be made on the request. The Disability Resources Coordinator is available to work with the necessary parties throughout the process.

If you have any questions or concerns, please contact the Office of Equal Opportunity at (617) 627-3298.

Filing a Grievance:

In the event that an agreement cannot be reached about a requested accommodation, or if the requesting party is not satisfied with the outcome of the interactive process, she/he has the right to file a grievance with OEO. In order to do so, please visit OEO's website at <http://www.tufts.edu/o eo/shprocedures.html> for steps on how to file a grievance or contact:

Dawn Henderson

Yves-Rose SaintDic

Disability Resource Coordinator

Section 504 Officer

dawn.henderson@tufts.edu

yvesrose.saintdic@tufts.edu

617 627-3298

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*Please note that OEO processes all discrimination and harassment complaints, including harassment based on disability, in accordance with the procedures outlined in the Sexual Harassment Policy.

Central Reporting and Coordination Requirement

If a reasonable accommodation has been processed without the assistance of the Office of Equal Opportunity, then an online Reasonable Accommodation Reporting Form must be completed by a university representative. Forms for Faculty/Staff and Students can be found at <http://www.tufts.edu/o eo/forms.html>.