



Yale University is committed to providing equal access to and full participation in its programs and activities for people with disabilities.

The Americans with Disabilities Act protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of a student's or an employee's disability in university programs and activities.

Please direct suggestions, comments, and inquiries concerning accessibility to the university's ADA and Section 504 Coordinator:

Diane Cornelius Charles, J.D., Director Office of Institutional Equity and Accessibility P.O. Box 208295 New Haven, CT 06520-8295 Campus Mail: 100 Wall Street, W.L. Harkness Hall, 3rd Floor

Voice: 203/432-0849 Fax: 203/432-7884 E-mail: equity@yale.edu





# Accessibility at Yale University

Requesting Accommodations

# Mission

Promote equitable access to employment, education, and student life at Yale.

# **Values**

Disability is a natural facet of diversity.

# **Vision**

A university that is inclusive of all people with disabilities.

## Accommodations for Faculty, Postdoctoral and Postgraduate Associates and Fellows, Psychiatry Residents and Job Applicants

The Office of Institutional Equity and Accessibility (OIEA) facilitates the interactive accommodations process for Faculty, Postdoctoral and Postgraduate Associates and Fellows, Psychiatry Residents, and Job Applicants.

A reasonable accommodation is any adjustment to a job, work environment, work policy or practice that doesn't cause an undue hardship and would help a person with a disability:

- Apply for a job
- Perform their job duties
- Enjoy benefits and privileges of employment equal to those enjoyed by individuals without disabilities

Accommodations that may be considered would include:

- Assistive Technology
- Flexible Work Arrangements
- Classroom/Office Reassignment
- Adjustments to Workplace policies
- Use of Accessible Transit Van
- American Sign Language Interpreter Services
- Job Materials in Alternate Formats (Large Print, Braille, etc.)

### **Request an Accommodation**

Individuals who wish to request an accommodation should complete the Accommodation Request Form and share the accompanying Health CareProvider Form with their provider. Upon receipt of all documentation, an OIEA staff member will work with the individual to identify and implement accommodations that are reasonable and effective.

Scan for OIEA Accommodation Request Form





Human Resources facilitates the interactive accommodations process for Staff, and works in collaboration with The Standard Insurance Company, to provide reasonable accommodations that enable individuals with a disability to perform their job duties.

#### **Request an Accommodation**

Staff who wish to request an accommodation should: Complete the Accommodations Request Form, sign the Authorization to Obtain and Release Health Information, and ask their medical provider to complete and submit the Healthcare Provider Questionnaire.

#### **Interactive Process**

Once all documentation has been received, there will be a discussion with the employee, to understand their needs and restrictions, and with the manager and HR Business Partner, to assist in identifying reasonable accommodations.

**Note:** Staff should contact Human Resources with any questions.

If you are unsure or have questions, do not hesitate to contact Absence Management and Accommodations Services in Human Resources.

Requests for time-sensitive accommodations including requests for transit or requests to return to work with limitations and restrictions should be made with as much advance notice as possible.

Staff with existing accommodations seeking any modifications to their accommodations should submit a supplemental accommodation request using Accommodations Request Form.

Scan for HR Accommodation Request Form



## Accommodations for Students and Local 33 Union Graduate Teachers and Researchers

Student Accessibility Services (SAS) works with all Yale students with disabilities to determine and provide appropriate accommodations and auxiliary aids and services through an interactive process. Generally, a student with a disability is one who has an impairment or condition, whether temporary or permanent, which substantially limits a major life activity such as performing manual tasks, seeing, concentrating and learning.

#### **Accommodations**

Accommodations are academic adjustments or auxiliary aids and services implemented to mitigate barriers and provide equal access for students with disabilities to academic and co-curricular programs. Accommodations are determined on an individualized basis and can be academic, residential or employment (for Local 33 Union Graduate Teachers & Researchers) in nature.

#### **Academic Accommodations**

Modifications to a classroom environment or course task that permit a student with a disability to participate in the educational process without altering the requirements. Testing accommodations, assistive technology, and alternate format are examples of academic related accommodations.

#### **Residential and Campus Access**

Modifications and services that alleviate various barriers to living and navigating campus housing, buildings, and transportation.

#### **Request an Accommodation**

Students who wish to request an accommodation should complete the SAS Accommodation Request form. Additionally, students should provide supporting documentation from a current treatment provider regarding their condition and impact. SAS will engage in the interactive process by meeting with students to discuss the impact of their condition on learning and living at Yale.

Scan for SAS Accommodation Request Form



