



## DISABILITY & ACCESSIBILITY POLICY AND PROCEDURES SUMMARY OF KEY PROVISIONS

### POLICY STATEMENT

The University of Maryland is committed to creating a welcoming and inclusive educational, working, and living environment for people of all abilities. No qualified individual shall be excluded from participating in or benefitting from the services, programs or activities of the University, or be discriminated against, based on their disability. The full Policy is available at <http://umd.edu/policies/docs/VI-1.00D.pdf>.

#### WHO DOES THIS APPLY TO?

This policy applies to all members of the University community: guests, applicants, students, faculty, staff and vendors.

#### WHAT IS A DISABILITY?

A disability is a physical or mental impairment that substantially limits one or more of a person's major life activities.

#### WHAT ARE "REASONABLE ACCOMMODATIONS?"

"Reasonable accommodations" are adjustments to the learning or working environment that provide individuals with disabilities an equal opportunity to participate.

#### ADA COORDINATOR

The ADA Coordinator is responsible for ensuring that all members of the UMD community have equal access to University services, programs and activities (in compliance with the Americans with Disabilities Act and our Policy).

#### Dr. Jo Ann Hutchinson ADA Coordinator and Director of Accessibility & Disability Service (ADS)

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### HOW TO REQUEST REASONABLE ACCOMMODATIONS

The University of Maryland provides *reasonable accommodations* to qualified individuals on an individualized and flexible basis, and strictly prohibits retaliation against individuals for asserting their rights under this Policy. It is the responsibility of the person with a disability to identify they are a person with a disability when requesting an accommodation, and to provide supporting documentation that shows how the disability affects their ability to perform key aspects of their job or participate in education programs. Supporting documentation is kept confidential.

**STUDENTS** must schedule an in-person meeting with **Accessibility and Disability Service (ADS)** and provide supporting documentation *prior to the meeting* (preferably, several weeks before a semester begins or as soon as a disability becomes known). ADS will determine eligibility and meet a qualified student's reasonable accommodation needs within 10 business days. ADS will provide the student with an *Accommodations Letter* to be shared with instructors. If an instructor, Department Chair or Dean believes the accommodation fundamentally alters the academic objectives of a course or program, the instructor must immediately notify ADS in writing, explaining their reasoning. If a student believes *they are being denied reasonable accommodations*, the student must contact ADS immediately.

**STAFF** members must submit a *Staff Accommodation Request Form* to **University Human Resources, Staff Relations**. Staff Relations will determine eligibility and develop an *Accommodation Plan*, which will be shared with the employee and their supervisor. It is the responsibility of the supervisor/unit head to work with the employee to ensure appropriate implementation of the accommodation. Staff members who believe *they are being denied reasonable accommodations* must contact Staff Relations immediately.

**FACULTY** members must submit a *Faculty Accommodation Request Form* to **Faculty Affairs**. Faculty Affairs will determine eligibility and develop an *Accommodation Plan*, which will be shared with the faculty member and Dean/Department Chair. It is the responsibility of the next level administrator (Dean, Department Chair, etc.) to work with the faculty member to ensure appropriate implementation of the accommodation. Faculty members who believe *they are being denied reasonable accommodations* must contact Faculty Affairs immediately.

### COMPLAINT PROCEDURES

Individuals who believe they have been denied reasonable accommodations, discriminated against on the basis of disability, or retaliated against in violation of this Policy, may file a complaint within 90 days [here](#).