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<b>Document Name:</b>	<b>Disability Policy and Accommodation Procedures</b>
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### **DISABILITY POLICY**

Lincoln University is committed to making its educational and employment opportunities accessible to qualified individuals with disabilities in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). It is the University policy not to discriminate against qualified individuals on the basis of sex, race, creed, color, religion, age, national and ethnic origin, or handicap in reference to its educational programs and activities, employment therein, and admission thereto.

Under the ADA and Section 503, a qualified individual with a disability is defined as an individual with a disability who meets the skills, experience, education, and other job-related requirements of a position held or desired and who, with or without reasonable accommodations, can perform the essential functions of a job. Similarly under the ADA and Section 504, a qualified student must meet the general admission criteria of the University and upon admission, must be offered an accessible academic environment.

### **Reasonable Accommodations for Otherwise Qualified Individuals**

A reasonable accommodation includes, but not limited to, a modification or adjustment to a job, the work or educational environment, a policy or practice, or the manner in which work is usually done that enables a qualified individual with a disability to enjoy an equal employment or educational opportunity. The University is not obligated to provide an accommodation if they fundamentally alter the nature of the program, if they would be unduly burdensome, either financially or administratively, to the University or if they would result in lowering academic and other essential performance standards. Students with disabilities who require accommodations must contact Student Services Department as soon as possible. All individuals requiring reasonable accommodations are responsible for informing the university in a timely fashion and for providing documentation and evaluation in appropriate cases.

### **Reasonable Accommodation Procedure for Students**

1. To request reasonable accommodation, a student with disability should submit a written request to the Director of Student Services.
2. The student must provide pertinent information from an appropriate health care professional demonstrating that he or she is eligible for a reasonable accommodation.
3. The request for a reasonable accommodation will be reviewed by the Dean of Students. In order to evaluate the information provided by the student, the University may, to the extent permitted by law, consult with the individual's health care provider.
4. If the University determines accommodations other than the one requested by the student to be reasonable, the University may consider the student's preference. The final decision of the reasonable accommodation to be implemented will be made by the University administration.

### **Reasonable Accommodation Procedure for Faculty**

1. To request reasonable accommodation, a faculty member with disability should submit a written request to the Department Chair.



2. The faculty must provide pertinent information from an appropriate health care professional demonstrating the he or she is eligible for a reasonable accommodation.
3. The request for a reasonable accommodation will be reviewed by the Provost. In order to evaluate the information provided by the faculty member, the University may, to the extent permitted by law, consult with the individual's health care provider.
4. If the University determines accommodations other than the one requested by the faculty to be reasonable, the University may consider the faculty member's preference. The final decision of the reasonable accommodation to be implemented will be made by the University administration.

#### **Reasonable Accommodation Procedure for Staff**

1. To request reasonable accommodation, a staff member with disability should submit a written request to the Department Head.
2. The staff must provide pertinent information from an appropriate health care professional demonstrating the he or she is eligible for a reasonable accommodation.
3. The request for a reasonable accommodation will be reviewed by the Administrative Vice President. In order to evaluate the information provided by the staff, the University may, to the extent permitted by law, consult with the individual's health care provider.
4. If the University determines accommodations other than the one requested by the staff to be reasonable, the University may consider the staff member's preference. The final decision of the reasonable accommodation to be implemented will be made by the University administration.

#### **Confidentiality**

All information obtained, reviewed and/or prepared in connection with a request for a reasonable accommodation will be maintained separately from the individual's other records. Information about individual's impairment, disability, medical condition and status, request for a reasonable accommodation and the University's response to the request shall be maintained as confidential information. Confidential information shall not be disclosed to any individual except on a need to know basis.

#### **Complaint Procedure**

A student, faculty, or staff member who believes he or she has been discriminated against on the basis of a disability, should refer to a Complaint and Grievance Procedure published on the appropriate handbooks. In addition, all grievances with regard to discrimination on the basis of sex, race, creed, color, religion, age, national or ethnic origin, or handicap should be submitted in writing to the Office of the University President, 401 15<sup>th</sup> Street, Oakland, CA 94612, telephone (510) 208-2803, fax (510) 208-2826, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. 20202.