THE ACCOMMODATION PROCESS

This document provides a framework of the interactive process taken in most cases, but individual cases may vary. If you have any questions or need accommodation, please contact University Relations & Equal Opportunity at (713) 500-CALL (2255) or CALL@uth.tmc.edu.

To allow adequate time to evaluate the required documentation, engage in the interactive process, and make arrangements for any accommodation to be provided, requestors are strongly urged to contact the Disability Coordinator as soon as possible. HOOP Policy 101 provides additional information on the disability accommodation process.

SUBMIT REQUEST

An individual may request accommodation by submitting the required request form found at https://go.uth.edu/disability.

Supervisors/Faculty who receive a request for an accommodation must immediately notify the Disability Coordinator.

SUBMIT DOCUMENTATION

Supporting documentation from a healthcare provider will be required within 14 calendar days of the request for reasonable accommodation when the disability and/or need for workplace accommodation is not clearly apparent.

Failure to provide documentation may result in denial of request for lack of necessary supporting information.

EXPLORE ACCOMMODATION OPTIONS

If the individual is determined to be a qualified individual, the requestor and the requestor's supervisor or Section 504
Coordinator and applicable faculty (in the case of a student requestor) will engage in an interactive process facilitated by the Disability Coordinator to determine reasonable accommodation, so long as it does not create undue hardship.

IMPLEMENT ACCOMMODATION

When reasonable accommodation has been identified, the Disability Coordinator will prepare a written response to the employee and supervisor or Section 504 Coordinator documenting the offer of accommodation.

MONITOR ACCOMMODATION

Ongoing communication is key!

The individual receiving accommodation or the party providing the accommodation should let the Disability
Coordinator know if changes are needed with the accommodation. If changes are necessary, the Disability
Coordinator will work with the individual and supervisor or Section 504 Coordinator to reengage the interactive process.

