



## ADA/SECTION 504 POLICY

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### I. Policy Statement

Brandeis University is committed to providing students and employees with disabilities equal access to the University’s programs, services, and activities. The University provides reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) Section 504 of the Rehabilitation Act of 1973 (Section 504) and all other applicable federal or state laws.

A person with a disability is defined as someone who has a physical or mental impairment that substantially limits one or more of that individual's major life activities. Major life activities may include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. An individual with a disability may be entitled to reasonable academic and employment accommodations meant to remove barriers to full access faced by that individual.

Students who need accommodations must request that accommodation through [Student Accessibility Support \(SAS\)](#). Faculty or Staff who need accommodation must request that accommodation through [Human Resources \(HR\)](#). Individuals who have not requested an accommodation and/or who have not registered with one of those offices cannot receive a reasonable accommodation for a disability. An accommodation request is not reasonable if it could fundamentally alter the nature of an academic course or if an individual cannot fulfill the essential functions of their position even with the accommodation.

Individuals requesting disability accommodation will be required to share medical information relating to that disability with the University, which in some cases may include, but is not limited to, medical records and a release to speak with medical care providers. Brandeis will protect and maintain the privacy and confidentiality of any medical information of its employees, students, and community members obtained in connection with the reasonable accommodation process.

Discrimination against any member of the Brandeis community (student, staff, faculty) who is disabled or who is perceived to have a disability is prohibited under Brandeis' [Policy Against Discrimination, Harassment & Sexual Violence](#). Anyone with concerns regarding discrimination should contact the Office of Equal Opportunity ([oeo@brandeis.edu](mailto:oeo@brandeis.edu) 781-736-4806).

## II. Accommodation Process for Students

Students with disabilities can request accommodations through [Student Accessibility Support \(SAS\)](#) ([access@brandeis.edu](mailto:access@brandeis.edu) 781-736-3470). There are different types of accommodation available depending on the needs of an individual, including those related to academics, housing, transportation, parking and dietary needs. More information on the process for requesting an accommodation can be found on the SAS [website](#). If any employee (faculty or staff) outside of SAS receives a student accommodation request, they should refer that student to SAS.

Students with concerns about an accommodation request that was denied or an approved accommodation that was not properly implemented may be able to file a grievance with the Office of Equal Opportunity ([oeo@brandeis.edu](mailto:oeo@brandeis.edu) 781-736-4806). For more information, please refer to the [ADA/Section 504 Grievance Process](#).

Students may also request to take a Health Leave of Absence (HLOA) for personal health or family health reasons. For information regarding HLOAs, contact the Academic Services Office ([acserv@brandeis.edu](mailto:acserv@brandeis.edu); 781-736-3470) or visit [Health Leaves of Absence](#).

## III. Accommodation Process for Faculty and Staff

Faculty and Staff with disabilities can request a reasonable accommodation through Human Resources (HR) ([humanresources@brandeis.edu](mailto:humanresources@brandeis.edu) 781-736-4474). For more information about the employee accommodation process, please review the employee [Disability Accommodation Process](#). A Dean, Department Chair or other supervisor who receives an employee request for an accommodation should refer that individual to HR.

Employees with concerns about an accommodation request that was denied or an approved accommodation that was not properly implemented may be able to file a grievance with the Office of Equal Opportunity ([oeo@brandeis.edu](mailto:oeo@brandeis.edu) 781-736-4806). For more information, please refer to the [ADA/Section 504 Grievance Process](#).

Employees may also request to take a medical leave of absence if necessary. For more information about leaves of absence, please contact Human Resources ([humanresources@brandeis.edu](mailto:humanresources@brandeis.edu) 781-736-4474) or visit [Employee Leaves of Absence](#) for more information.