

**Procedures for Requesting and Receiving Accommodation(s)  
under the Americans with Disabilities Act**

**AP 4670**

---

**I. Student Procedure for Requesting Accommodation:**

Any qualified student who would like to request academic (i.e. non-employment) accommodation for a disability is encouraged to do so, and should go to the Disabled Students Program at the appropriate campus to obtain assistance in completing the form. The Disabled Student's Program staff will evaluate the request and make the appropriate accommodation. In the event that the accommodation is denied, the student may appeal the decision through the student grievance procedure outlined in the college catalog.

**II. Employee or Student Employee Procedure for Requesting Accommodation:**

- A. Any qualified employee or student employee who would like to request accommodation within their working environment for a disability is encouraged to do so. Request for Accommodation Forms are available in the Human Resources Office, Foothill-De Anza Community College District, and from each Campus ADA Coordinator.
- B. Completed forms, including a medical verification of the disability, should be mailed or taken to the District Office of Human Resources, to the attention of the Director of Human Resources. On the form, the employee should:
  1. Identify as specifically as possible the essential job functions that the employee believes require accommodation.
  2. Describe the type of accommodation the employee believes will allow him or her to perform the essential functions of the job.
  3. Describe the limitation imposed by the disability.
- C. Details concerning such requests shall be kept confidential.
- D. The completed request for accommodation form will be reviewed by the District ADA Coordinator, or designee, and a meeting will be scheduled within 10 working days with the immediate supervisor, the employee, and an ad hoc expert, as necessary, to discuss the request. Essential functions of the employee's job will be determined.
- E. If there are medical questions as to whether the employee can perform the essential functions of the job, the employee will be immediately referred to the District's physician for an evaluation. This will be paid for by the District. A copy of the job announcement and a description of the essential functions of the job

*Foothill-De Anza Community College District  
Administrative Procedures*

will be forwarded to the District's physician. The physician will advise on whether or not the employee can perform the essential functions of the job with or without accommodation. The physician's report will be reviewed by the District ADA Coordinator, the immediate supervisor and the ad hoc expert within 10 days of its receipt to determine the District's response to the request for accommodation. The employee will be notified in writing of the District's decision.

- F. If the employee's recommended accommodation is denied, or if the employee is not satisfied with the accommodation proposed, he or she may appeal the District's decision. The ADA Coordinator, or designee, shall inform the employee in writing of the appeal procedure.

*See Board Policy 4670 – Requesting and Receiving Accommodation(s) Under the Americans with Disabilities Act*

4/4/94  
Revised 6/28/11