Office of Accessibility  
Grand Rapids Community College  

Disability Accommodation Request Procedures  

Grand Rapids Community College (GRCC) is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons of various ability levels. If a qualified employee of GRCC has a diagnosis or condition which substantially limits a major life activity, it is our policy to provide a reasonable accommodation to enable them to perform the essential functions of the position for which one is employed or is applying. A reasonable accommodation will be provided to individuals who are differently abled unless the accommodation would impose undue hardship or would fundamentally alter the nature or operation of the business unit. This policy is based on Sections 503/504 of the federal Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990 as amended. The Office of Accessibility (OA) is responsible for ensuring compliance with the law and for the implementation of the reasonable accommodation procedure.

Reasonable Accommodation  

A reasonable accommodation is any change or adjustment to a job or work environment which permits a qualified individual with a diagnosis or condition which substantially limits a major life activity to perform the essential functions of a job, access to benefits and other privileges of employment. It is the responsibility of an individual who is differently abled to make their ability status and subsequent need for an accommodation known to an appropriate institution official. Once notified it is the responsibility of the institution official and the requesting party to engage in dialogue to identify possible accommodations, and assess how reasonable or effective the accommodation(s) may be. Decisions on accommodation will be made on a case by case basis and will be tailored to address the nature of the diagnosis.

Procedure:  

1. The Disability Accommodation Request form must be completed whenever an individual requests a reasonable accommodation.  
   a. The completed form(s) and medical documentation should be submitted to the supervisor or directly to the OA.  
   b. The supervisor, upon receipt of the accommodation request, will contact and forward the request to the OA.
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2. Within ten (10) calendar days of receiving the accommodation request, the OA will acknowledge and facilitate the accommodation process.

3. The accommodation process requires that individuals provide medical documentation from an appropriate medical professional.
   a. Written medical documentation which is not official test results, psychological or neuropsychological evaluation or other diagnostic measure must include a written assessment of the employee's limitations and eligibility for coverage under the ADA and make recommendations for accommodation.

4. The OA will facilitate a discussion between parties in an interactive process to assess whether recommended accommodation(s) are reasonable and effective.

5. Once a decision on the accommodation extended is finalized, OA will communicate the accommodation information to the individual and the department in writing.