

University of Maryland Eastern Shore
ACCOMMODATION REQUESTS

Reasonable Accommodations:

University of Maryland Eastern Shore will provide reasonable accommodation(s) upon request to otherwise qualified employees and students as required by law to ensure equal access to University employment, educational opportunities, programs, services and activities in the most integrated setting, to the extent such accommodation(s) do not impose an undue hardship on the university, constitute a fundamental alteration to a program or compromise academic integrity. In general, it is the responsibility of the employee or student to make their disability status and need for accommodation known.

Once the need for accommodation becomes known, it is the responsibility of the university and the individual with a disability to engage in a dialogue to identify possible accommodations to assess their reasonableness and effectiveness. Determinations regarding accommodations are made on a case-by-case basis.

HOW TO REQUEST AN ACCOMMODATION

EMPLOYEES

The Office of Institutional Equity and Compliance (OIE) responds to requests for accommodations from UMES employees and applicants for employment with disabilities.

For employees, a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. An equal employment opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly situated employee without a disability.

The ADA requires reasonable accommodation in three aspects of employment: 1) to ensure equal opportunity in the application process, 2) to enable a qualified individual with a disability to perform the essential functions of a job, and 3) to enable an employee with a disability to enjoy equal benefits and privileges of employment.

Examples of reasonable accommodations include making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; modifying tests, training materials, or policies; and providing qualified readers or interpreters.

The university will not discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, discharge of employees, employee compensation, job training, other terms, or conditions and privileges of employment. Protection from discrimination in employment applies to all university employees: faculty, staff and students.

For more information and for the **Employee Accommodation Request Form**, please go to the Office of Institutional Equity and Compliance website at www.umes.edu/oie. For questions, please email ADA@umes.edu or call (410) 651-6135 during regular business hours.

APPLICANTS

University of Maryland Eastern Shore provides applicants and candidates with disabilities accommodations for the application and interview process. To request disability accommodation(s) please submit the **Applicant Disability Accommodation Request Form**. For questions, please email the Office of Human Resources and the Office of Institutional Equity and Compliance at ADA@umes.edu or call 410-651-6135 during regular business hours.

STUDENTS

In the context of higher education, a reasonable accommodation is a modification or adjustment in the academic environment that enables a qualified student with a disability equal access to the university's programs, courses, services and activities. Examples of reasonable accommodations may include, but are not limited to: testing accommodations, note-taking assistance, alternate formats for printed material, interpreting or transcription services, reading and writing software, para-transit registration and internship accommodations.

The Office of Student Accessibility Services (SAS) is the office on campus that works with UMES students with disabilities who wish to request an accommodation. A student with a disability is encouraged to register with SAS as soon as possible after admission to the university to ensure timely provision of services.

For more information and for the Office of Student Accessibility Services Application, please see the Student Accessibility Services website at www.umes.edu/oie or call Disability Support Services at 410-651-6135.

VISITORS

Visitors who have questions regarding accessibility for a particular event or who need to request an accommodation for a disability (sign language interpreter, wheelchair access, etc.) should fill out the Visitor Disability Accommodation Request Form. For questions, please contact the Office Institutional Equity and Compliance by email ADA@umes.edu or by phone 410-651-6135.

COMMUNICATION

The University will take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others. The University will provide appropriate auxiliary aids and services where necessary to afford qualified individuals with a disability, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, the services, programs and activities of the University.

FACILITIES

The University is committed to affording equal opportunity to individuals with disabilities by providing physical access to its programs, activities and services.

If any individual has difficulty navigating the physical environment of the University, please contact the Office of Institutional Equity and Compliance by phone at 410-651-6135 or by email at ADA@umes.edu.

Questions and Contact Information:

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