

	Responsible Executive: Vice President and Chief Human Resources Officer	
	Responsible Office: Equity and Access Office	
	Effective Date: 5/1/2023	Last Revised: 8/26/2024
	Policy Title: Access and Accommodations for Individuals with Disabilities	

Definitions

Disability:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such an impairment.
- Being regarded as having such an impairment.

Reasonable Accommodation: Any necessary modification in policies, practices, or procedures (including the provision of auxiliary aids and services) to the work or University environment that make it possible for a Qualified Person with a Disability to perform the essential functions of their job or to participate in a program, activity, or service provided by the University but which does not result in an undue hardship/undue burden to the University or a fundamental alteration to its educational programs and activities.

Qualified Person with a Disability:

- An individual with a Disability who meets the skill, experience, education, and other job-related requirements of the position held or desired, and who with or without Reasonable Accommodation, can perform the essential functions of the job.
- A student with a Disability who, with or without Reasonable Accommodations, meets the essential academic and technical standards required for admission to and participation in University programs or activities.
- An individual with a Disability who is eligible to participate in any University program or service such as events, conferences, camps, or performances.

Policy

Northern Arizona University is committed to the full inclusion of all qualified individuals. As part of this commitment, NAU will ensure that persons with Disabilities are not subjected to discrimination or denied full and equal access to programs (academic, co-curricular or employment), activities, benefits or services offered by the University on the basis of their Disability.

In accordance with Secs. 503 and 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendments Act of 2008, a Qualified Person with a Disability has the right to request and receive Reasonable Accommodation in all aspects of employment, education and University programs. This includes, but is not limited to, all phases of employment, training, promotions, transfers, benefits, leave, performance evaluations, compensation, separation from employment, academic adjustments, auxiliary aids, housing and dining.

Responsibilities

- **ADA/504 Coordinator** – Consult with units and individuals on Reasonable Accommodations for students and employees.
- **Disability Resources** – Consult with units and individuals on Reasonable Accommodations for students and employees.
- **College, unit, department, supervisor** – Employment accommodations
 - Consult with the ADA/504 Coordinator and/or Disability Resources regarding employment accommodations.
 - Engage in an interactive process with the ADA/504 Coordinator and/or Disability Resources to identify reasonable employment accommodations.
 - Implement approved employment accommodations.
 - Inform individual seeking employment accommodations of the availability of internal and external appeals processes.
- **College, unit, department, faculty** – Student accommodations
 - Implement academic accommodations approved by Disability Resources
 - Utilize the Disability Resources Complaint process when appropriate.
- **College, unit, department** – Eligible Participants other than Students or Employees
 - Communicate process for requesting accommodations and consult with Disability Resources to plan for and implement necessary accommodations.
- **Equity and Access** –
 - Serve as the University's neutral unit and investigate complaints of Disability discrimination in accordance with federal and state statutory and decisional law.
 - Participate in Step.3 of the D.R. complaint process regarding accommodation determinations.

- Be available to all members of the University community to discuss concerns related to Disability discrimination and explore complaint options.

Related Information*

- [Complaints regarding accommodation determinations](#)
- [Complaints of discrimination or harassment](#)
- [Employee accommodation requests](#)
- [Requesting accommodations in University housing](#)
- [Student accommodation requests](#)
- [Sign Language Interpreter request form](#)
- [Student Accommodation request form](#)

Policy History*

8/26/2024: Policy revised.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.