

Procedures for Requesting and Receiving Reasonable Accommodations:

1. A request and determination of an accommodation is handled through the campus ADA/504 Coordinator in the Human Resources Office.
2. Individuals with disabilities may choose to self-disclose, to the appropriate campus contact, information about their disability at any time. In order to ensure sufficient time to coordinate auxiliary aids and services, it is the responsibility of the individual to make the request in a timely manner. If a request is made after a designated deadline, every effort will be made to accommodate the request. However, because many accommodations require early planning, the College cannot guarantee that all requests for accommodations will be met. Untimely requests may result in delay, substitution, or denial of an accommodation.
3. The individual requesting accommodation should complete the Request for Reasonable Accommodation form and submit it to the ADA/504 Coordinator along with the appropriate Health Care Provider Information Reasonable Accommodation Request form.
4. Verification of a disability is required. It is the responsibility of the individual with a disability to provide documentation that supports his/her request for reasonable accommodation. The disability documentation must clearly indicate:
 - a. The existence of a disability (as defined by state and federal regulations)
 - b. That the disability substantially limits a major life activity
 - c. A statement of what accommodation(s) is recommended
5. If, based on the review, the ADA/504 Coordinator determines that the employee is entitled to an accommodation and that the proposed accommodation is reasonable as defined by the ADA, the coordinator will consult with the employee's supervisor about appropriate methods of implementing the requested accommodation or some variation thereof.
6. If a review of the request and of supporting documentation is inconclusive, or if it is determined that medical documentation is inadequate or otherwise problematic, the ADA/504 Coordinator will specify to the applicant why the documentation is unacceptable, and the applicant will be allowed to submit additional supporting documentation. If, after this additional documentation has been submitted, the need for an accommodation is still not clearly established, the employee may be asked to submit to a medical examination by an appropriate medical professional designated and paid for by the College.

The submitted medical documentation and reports from medical exams will be used solely to assist the ADA/504 Coordinator in making an informed decision about the employee's request for accommodation. All such documentation will be held in the *strictest of confidence* and kept separate from personnel records.

7. While the College may seek technical assistance from a medical professional, State or local rehabilitation agencies or disability constituent organizations in determining how to accommodate a particular individual in a specific situation, the decision as to what is and what is not an appropriate accommodation is made by the College.

Appeal Procedure

Employees have an opportunity to appeal a decision regarding an accommodation. Appeals may be handled informally in a case review involving the complainant and designated campus ADA/504 Coordinator. If a mutually acceptable accommodation cannot be determined with the campus ADA/504 Coordinator, a request for appeal of the decision may be made to the Director of Human Resources, who will review the case information and make a final determination regarding accommodation.

Grievance Procedure

SUNY Cortland has adopted an internal grievance procedure for the provision of prompt and equitable resolution of complaints alleging discrimination. Individuals with a disability at SUNY Cortland who consider themselves victims of discrimination based on a disability may file a grievance with the Affirmative Action Officer. Procedures for filing a discrimination grievance are outlined in Section 950.2 of the SUNY Cortland College Handbook or can be obtained by contacting the Affirmative Action Officer. The Affirmative Action Officer shall receive any complaint of alleged discrimination, shall assist the complainant in defining the charge, and shall provide the complainant with information regarding the options for filing internal complaints or external complaints through the federal Office of Civil Rights and/or the New York State Division of Human Rights.

Individuals with a disability who consider themselves victims of discrimination and have been unable to arrive at a mutually acceptable resolution with designated campus contact and appropriate personnel may file a grievance with the Affirmative Action Officer. Individuals should contact:

Dawn Norcross
Affirmative Action Officer
Miller Building, Room 301
Voice/TTY (607) 753-2302

Disability Accommodations Resources

Questions or concerns regarding policy, services, or allegations of non-compliance should be directed to the designated campus contact:

Mary Saracene	Ute Gomez
ADA/504 Coordinator	Student Disability Services
Miller Building, Room 301	Van Hoesen Hall
Voice/TTY: (607)753-2302	Voice/TTY: (607)753-2066

