

# **REASONABLE ACCOMMODATION POLICY**

## **Policy Statement**

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), Title IX of the Education Amendments of 1972 (Title IX), Title VII of the Civil Rights Act of 1964 (Title VII), and applicable state laws, Northwestern University will reasonably accommodate students, employees

*Employee:*

**A. Students**

**a. Confidentiality**

Offices handling medical information received in the course of a disability accommodation process will not share it with others outside of the office conducting said process, unless a need-to-know exception applies and/or the student has provided written permission for the office to do so. Offices conducting accommodation processes will not share information about a pending process or approved accommodations with others unless a need-to-know exception applies.

**b. Responsibilities**

i. **Students:** Students who wish to request a disability accommodation are responsible for: initiating an accommodation request; engaging in the interactive process and for promptly communicating with the office if a new/changed accommodation is needed or there is a concern

ii. **Offices processing accommodation requests:** Such offices will acknowledge receipt of requests, engage in the interactive process, and make final determinations in a timely manner. Offices will maintain confidentiality as required under the relevant (r)-7(e) F2 11 Tf1 0 0 1 18wET@.00000912 0 612 792 reW\*BT/F2 11 T

academic accommodation requests. Additional information about their procedures is available at: <https://www.northwestern.edu/accessiblenu/students/>

d. **Housing and Dining Accommodations**

- i. **How to request a housing and/or dining accommodation:** Students who wish to request disability accommodations for University housing and meal plans should submit requests through the Residential Services portal at: <https://www.northwestern.edu/living/current/housing-dining-accommodation-requests.html>
- ii. **Basic overview of accommodation process:** Residential Services, in consultation with ANU and the dining services contact as needed, will engage in an interactive process with the student, and if necessary, their healthcare provider(s). Residential Services and/or ANU reserve the right to request additional clarifications from participants in the interactive process to fully

**After a disability grievance is received:** The ADA Coordinator or their designee will acknowledge receipt of grievances in a timely fashion, and evaluate each grievance according to the procedures laid out in the Policy on Discrimination and Harassment.

**B. Employees, Student Employees and Job Applicants**

**a. Confidentiality**

<https://www.northwestern.edu/civil-rights-office/policies-procedures/accommodation/>

**d. Student Employee Accommodations**

- i. **How to request employment accommodations:** Student employees who wish to request disability accommodations should contact OCR at [accommodations@northwestern.edu](mailto:accommodations@northwestern.edu) or 847-467-6165. Student employees can also fill out the accommodation request form at: [https://cm.maxient.com/reportingform.php?NorthwesternUniv&layout\\_id=33](https://cm.maxient.com/reportingform.php?NorthwesternUniv&layout_id=33)
- ii. **Coordination with ANU:** If a student is already registered with ANU, the student can sign

Disability grievances should be filed as soon as possible after the employee, student employee or job applicant becomes aware of the alleged violation.

**To file a disability grievance with OCR:** Employees and job applicants can file a grievance by contacting:

ADA Coordinator  
Office for Civil Rights and Title IX Compliance  
Northwestern University  
1800 Sherman Ave., Suite 4500  
Evanston, IL 60201  
(847) 467-6165  
[OCR@northwestern.edu](mailto:OCR@northwestern.edu)







resources that go beyond the simple provision of resources readily available through Well-being.

**f. Filing a Grievance:**

- iii. **Individuals receiving disclosure of possible accommodation need:** Employees who receive a potential accommodation need from students, other employees under their supervision, and/or third parties should refer individual to the appropriate accommodation office for further assistance. Employees who receive disclosures are not required to report such potential needs directly to the respective accommodation office. Employees should keep such disclosures confidential.

**To file a grievance:** Students can file a grievance by contacting:  
Office for Civil Rights and Title IX Compliance  
Northwestern University  
1800 Sherman Ave., Suite 4500  
Evanston, IL 60201  
(847) 467-6165  
[OCR@northwestern.edu](mailto:OCR@northwestern.edu)

If the grievance concerns a determination made by OCR on an accommodation process, the employee or job applicant may instead contact:

Vice President for Human Resources  
1800 Sherman Ave., Suite 4100  
Evanston, IL 60201  
Phone: (847) 467-1466  
[Officeofhumanresources@northwestern.edu](mailto:Officeofhumanresources@northwestern.edu)

Individuals can also submit a grievance through the Online Reporting Form at [www.northwestern.edu/NUReportDiscrimination](http://www.northwestern.edu/NUReportDiscrimination)

**After a grievance is received:** The OCR or Vice President for HR, or their designee, will acknowledge receipt of grievances in a timely fashion. Grievances overseen by the OCR will be handled according to the procedures laid out in the Policy on 1 reW\*ñ Tm0 g0 G(The)JTJETG

This policy is updated.

**Policy URL:**

<https://www.northwestern.edu/civil-rights-office/policies-procedures/reasonable-accommodation-policy.pdf>