

Request for Accommodations

To initiate a request for accommodations, please complete this form and return to employeeaccess@andrew.cmu.edu. An Equal Opportunity Services (EOS) representative will contact you to initiate an interactive process to address your accommodation needs. Disclosure of a disability is voluntary, and the information you provide will be used solely to create an accommodation plan. *This document can be produced in an alternative format; contact 412-268-3930 or employeeaccess@andrew.cmu.edu.*

Name: _____

Date: _____

Email: _____

Phone: _____

Local Address: _____

Please indicate the program, department, college or school you are associated with:

Would you like to be added to the University Emergency Evacuation List due to a disability or condition that would prevent you from evacuating a building in an emergency?

Yes No

What is the nature of your diagnosis or disability? Please check all that apply and attach additional information where necessary.

Learning Disability

Deaf/Hearing Impairment

Blind/Visual Impairment

Chronic Health (please explain)

Mobility (please explain)

Psychological Disorder(s) (please explain)

Autism Spectrum (please explain)

Traumatic Brain Injury (TBI) (please explain)

Other (please explain)

In as much detail as possible, please describe how your disability currently impacts or limits your ability to perform or function in the workplace:

If you feel that some accommodation(s) would aid you in participating in the workplace, please describe:

Please list the accommodations you are requesting at Carnegie Mellon:

Please list any workplace accommodations you received in the past:

Have you previously self-identified or worked with CMU to meet an accommodation?

Yes No

You will be required to submit documentation of your disability in order to receive reasonable accommodations. You may attach documentation to this form or provide it at a later time.

Release of Information

I hereby authorize the release of the following information to EOS for the purpose of determining the availability of reasonable workplace accommodations. I further authorize EOS to seek clarification of this documentation if necessary by contacting my physician or care provider.

I give permission to EOS to release this confidential information to appropriate personnel on a business need-to-know basis.

Signature: _____

Date: _____

It is the policy of Carnegie Mellon University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 in the provision of reasonable accommodations for individuals who voluntarily disclose and provide documentation of a disability. The university has an obligation to provide approved accommodations in a timely and effective manner. The accommodations approved in this document do not anticipate all possible circumstances that may arise in courses, programs and activities. Depending on the circumstances, additional interactive dialogue may be necessary to determine what accommodations are reasonable.