

Disability Accommodation Appeal Form: Employment

Confidential

Appeal Process

If your accommodation request has been modified or denied and you disagree with the decision you may appeal this decision. To appeal the decision, please:

- Answer all questions on this form as completely as possible;
- Attach all documentation that supports your need for accommodation and documentation of the employer's decision; and
- Use one of the following options:
 - Submit the form and supporting documentation to the Director of Faculty and Staff Disability Services (FSDS) to be resolved. (If concerns are not mediated satisfactorily the Director of FSDS will forward your information to the UI Office of Equal Opportunity and Diversity who will contact you for further review.) or
 - Submit the form and supporting documentation to the Office of Equal Opportunity and Diversity for review and mediation.

Employee Information

Check One: ☐ Employee ☐ Applicant

Name _____ University ID# _____ Home Telephone _____

Address _____

Department/Unit _____

HR Representative Name _____

Department Head/Supervisor Name _____

Job Title _____

Date I requested the ADA Accommodation _____

The Basis for Appeal

I am appealing the decision made to my accommodation because (check all that apply):

- ☐ My department granted me an accommodation(s), but not the accommodation(s) I requested;
- ☐ My department granted me accommodation(s), but not all of the accommodation(s) I requested;
- ☐ My department denied all of my requested accommodation(s); or
- ☐ Other (explain in the space provided).

If not identified in your attachments, describe the essential functions impacted by your limitations.

Describe the accommodation(s) you requested and how they would allow you to perform your job.

I believe the decision made in response to my accommodation request is in error for the following reasons.

List attachments.

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My signature confirms the information I have provided is true and correct to the best of my knowledge.

Employee/Applicant

Date

Submit Form and Attachments to One of the Offices Below. You will be contacted on receipt

Director, Faculty and Staff Disability Services

121-20 University Services Building, Iowa City, Iowa 52242-1911

(319) 335-2660 (voice) (319) 335-3495 (TTY) (319) 353-2384 (fax)

Or

ADA Coordinator, Office of Equal Opportunity and Diversity (EOD)

202 Jessup Hall, Iowa City, Iowa 52242-1316

(319) 335-0705 (voice) (319) 335-0697 (TTY) (319) 353-2088 (fax)

<http://www.uiowa.edu/~eod/>