

Reasonable Accommodation Process

What to expect for STUDENTS (all campuses)

Please Note: for disability-related **academic** accommodations, students on the Medford/Somerville/SMFA campuses should contact the StAAR Center (staarcenter@tufts.edu). Students on the Boston/Grafton campuses should [contact the appropriate school administrator](#).

1) Student initiates request for reasonable accommodation by contacting their School administrator* or the OEO Accommodations Team

Student makes a reasonable accommodation request based on a disability, a sincerely-held religious belief, or a pregnancy or lactation-related reason, or other non-academic reason.

2) OEO engages student and relevant school or program faculty/staff in the interactive process to determine if the requested accommodation is reasonable.

OEO Accommodations Team engages relevant program faculty/staff to assess reasonability of the requested accommodation.**

OEO Accommodations Team engages student in discussion of requested accommodation.***

OEO will assess if request is reasonable and/or if there is a fundamental alteration, or an undue hardship and administrative and financial burden.

OEO Accommodations Team conducts reasonability assessment and may require additional information.

OEO may request documentation from a third party such as a medical provider or religious leader, to support the accommodation request.

3) OEO makes a determination on accommodation request

Requested accommodation is approved.
All parties engage in discussion to determine how to appropriately implement the accommodation.

Requested accommodation is not approved.
Discuss alternatives in an interactive dialogue - including partial approval or alternate reasonable & effective accommodation(s).
-or- Student may submit more information.
-or- OEO process ends and student may file an appeal ****

Questions? Contact the OEO Accommodations Team

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Clarifications from Flow-Chart

*If a faculty or staff member becomes aware that a student may have the need for an accommodation, that individual should contact the OEO, the StAAR Center, or the appropriate Boston/Grafton school administrator so they can reach out to the student in a timely fashion and engage them in the accommodations process.

**Engagement with the faculty/staff in the student's academic program will be through an interactive dialogue to determine if the accommodation requested is reasonable, if there is a fundamental alteration, undue hardship, and/or administrative and financial burden for the program at Tufts. To be considered: Is the student able to equally participate in the academic or clinical program with or without accommodation?

***To be considered during the interactive process: What is the nature of the condition for which the student seeks an accommodation? Is the student's condition a disability? Is there a nexus between the disability and the accommodation requested? How will the requested accommodation allow the student to fully engage in equal opportunity in their academic or clinical program? *Medical documentation may be requested at this time and must come from the treating medical provider.* -or- What is the sincerely held religious belief for which the student seeks an accommodation? Is there a nexus between the sincerely held religious belief and the accommodation requested? What is the conflict between the religious belief and the student's academic or clinical program? *Supporting documentation may be requested at this time from a religious leader.*

****If there is fundamental alteration of the academic or clinical program, or an administrative and financial burden, or if a reasonable accommodation cannot be found, the OEO process will end. Students may file an appeal with OEO Executive Director and Title IX Coordinator Jill Zellmer, or Accommodations Manager and 504 Officer Katherine Vosker.

For additional information on the accommodation request process, visit the [OEO website](#).

Note: Tufts University is required by law to engage relevant parties in the interactive process during the course of an accommodation assessment.



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