



VCU Equity and Access Services

ADA Services Frequently Asked Questions

What is a disability?

An individual with a disability is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself or performing manual tasks), has a record of such impairment or is regarded as having such impairment.

I have been diagnosed with a disability. Do I have to tell my supervisor or the university?

No, you do not have to disclose a disability if it does not interfere with your ability to perform your responsibilities or require an accommodation. If your condition worsens, you reserve the right to notify the university at that time. However, if you choose not to disclose your condition, the university will not be aware of any possible accommodations needed and you may not be protected under the ADA.

How is a "known limitation" defined?

A disability is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment. A substantial limitation occurs when the function of a major life activity is impacted by a medical condition. Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working. These may also include the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

What is a reasonable accommodation?

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity or facility that enables a qualified individual with a disability to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to an individual without a disability. Some common academic accommodations include extended time on tests, use of note takers, use of computer with spell-check and provision of sign language interpreters.

What does VCU provide related to educational programs for ADA Compliance?

The university's ADA Coordinator conducts ADA training and technical assistance workshops for VCU staff and faculty upon request and recommends priorities for achieving compliance with ADA. If you have questions about accessibility on campus, offering accommodation to employees or want to know more about the Americans with Disabilities Act, the ADA Coordinator is available for consultation.

I am an employee and have been diagnosed with a disability. I need an accommodation to perform my current position. What do I do?

Talk with your supervisor. You can feel comfortable talking with your supervisor without fear of any adverse reaction. If you don't feel comfortable speaking with your supervisor, contact the university's ADA Coordinator directly. During the reasonable accommodation process, you will be asked to complete the [Employee Request for Accommodation Form](#) and the [Medical Certification for Employee Accommodation Form](#).

Once these forms have been completed, the university's ADA Coordinator will review the information to determine if your condition qualifies under ADA and if the accommodation is a reasonable request. You will work closely with the university's ADA Coordinator to determine if you qualify for an accommodation and, if so, what that reasonable accommodation may be.

I am a supervisor and one of my employees just notified me that he/she has a disability. What do I do?

If the employee is having difficulties performing his/her job responsibilities, the employee will need to complete the [Employee request for accommodation form](#). You should then contact the ADA Coordinator to discuss the situation. Please be aware that it is the university ADA Coordinator's responsibility to review the employee's disability and determine whether a reasonable accommodation is warranted; therefore, do not agree upon a reasonable accommodation until you have spoken with the ADA Coordinator.

I am faculty member, staff member or student worker with a disability who has been receiving a workplace accommodation. However, my condition has changed and I need different or additional accommodations in order to perform my responsibilities. What do I do?

If at any time your accommodations are not working, you should contact your supervisor for a re-evaluation of your accommodation needs. Depending on your circumstances, this may require a referral to the Director or Assistant Director of Human Resources and you may be asked to provide further documentation to support your need for different or additional accommodations.

How does a student become eligible to receive accommodations?

To become eligible, a student must have a documented disability and inform the university that he or she is requesting accommodations based on that disability. If you have a physical or mental limitation that requires an academic adjustment or an accommodation, contact [Disability Support Services \(DSS\)](#) on the Monroe Park Campus or the [Division for Academic Success \(DAS\)](#) on the MCV Campus.

DSS and DAS provide services and support for VCU students with disabilities so that these students have equal opportunities to benefit from all programs, services, and activities offered at VCU. The offices provide support services to students with disabilities including, but not limited to, advocacy, adaptive materials, alternative testing and academic and career advising, and making recommendations for program accommodations in accordance with recent documentation. The offices assist VCU in complying with the provisions of the Americans with Disabilities Act of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. The offices also provide liaison activities between faculty and students with disabilities

May someone other than the individual with a disability request a reasonable accommodation on behalf of the individual in an employment setting?

Yes, a family member, friend, guardian, guardian ad litem, health professional or other representative may request a reasonable accommodation on behalf of an individual with a disability. Of course, the individual with a disability may refuse to accept an accommodation that is not needed. When an individual decides to request an accommodation, the individual or his or her representative must let the employer know that he or she needs an adjustment or change at work for a reason related to a medical condition.

There is an elevator in the building that I need to use to access my class and it is not working. What do I do?

If there is an accessibility issue that you have identified, please call the VCU Scouts Out at (804) 828-9444 and press 6 to leave a report explaining the location and type of issue.

What are the addresses for the locations to request accommodations for students, faculty and staff for the university wide campus?

For faculty and classified staff:

Americans with Disabilities Act Coordinator
Equity and Access Services
Moseley House
1001 Grove Avenue
Richmond, VA 23284
Phone: 804-828-8947
Fax: 804-828-7201
Voice/TTY: 804-828-1420
www.equity.vcu.edu

For students on the Monroe Campus:

Disability Support Services
907 Floyd Avenue
Room 102
Richmond, VA 23284
Voice/TTY: (804) 828-2253
Fax: (804) 828-1944
www.students.vcu.edu/dss

For students on the MCV Campus:

Division for Academic Success
1000 East Marshall Street
Suite 231
Richmond, VA 23298
Phone: (804) 828-9782
TTY: (804) 828-4608
Fax: (804) 828-4609
www.healthsciences.vcu.edu/das