

**Office of Equal Opportunity
Southern Methodist University**

Employee Reasonable Accommodation Request Form

Instructions: To initiate a request for reasonable accommodation, please complete and submit the Employee Reasonable Accommodation Request Form and the Employee Documentation of Disability Form to the ADA/504 Coordinator in the Office of Equal Opportunity. The Employee Documentation of Disability Form must be completed by an appropriate and qualified health care professional. These confidential forms will not be placed in your personnel file and will be maintained in the Office of Equal Opportunity. Please attach additional sheets of paper if needed.

General Information:

Name: _____ SMU ID No: _____

Job Title: _____ Department: _____

Campus Phone: _____ Home/Cell Phone: _____

Campus Address: _____

Home Address: _____

E-Mail: _____ Supervisor: _____

Classification: ☐ Full-time ☐ Part-time ☐ Faculty ☐ Staff

Please describe the nature of your impairment: _____

What is the duration of your impairment? _____

Please describe the essential functions of your position: _____

Please explain how your condition impacts the essential functions of your position:

Please describe the reasonable accommodation you are requesting and how it will help you perform the essential functions of your position:

Name of Treating Physician: _____

Physician's Address: _____

Physician's Phone: _____

Authorization and Release of Information:

I hereby authorize the Office of Equal Opportunity to discuss and disclose information as needed within the University and with my physician to properly assess my request for a reasonable accommodation. I verify that the preceding statements are complete and accurate to the best of my knowledge. I understand that the University is not obligated to provide any specific accommodation and that I will be held to the same performance, conduct, and attendance standards as all other SMU employees if a reasonable accommodation is provided.

Employee Signature: _____ Date: _____

Submit forms to: Office of Equal Opportunity, Perkins Administration Building - Room 204.
For questions or assistance, please call 214-768-3601.