

Procedures for Third Parties with Disabilities to Request Reasonable Accommodations

The University of Virginia is committed to ensuring that all of its services, programs, and activities are accessible to individuals with disabilities. To that end, the University's ADA Coordinator has developed these Procedures to ensure that third parties with disabilities, including visitors to the University, know what steps to follow should they need to request reasonable accommodations.

STEP 1

As soon as possible but **at least seven calendar days in advance** of the University service, program, or activity in which you wish to participate, contact the University's ADA Coordinator, Melvin Mallory, by telephone at (434) 924-3295 or by email to ADACoordinator@virginia.edu.

STEP 2

Provide the following information:

- Name
- Contact Information
- Nature of the Disability
- Requested reasonable accommodation(s)
- Information about the service, program, or activity (i.e., date, location, type)

STEP 3

Engage in an interactive dialogue with the ADA Coordinator to determine the reasonable accommodations that will be provided. The ADA Coordinator will give primary consideration to the auxiliary aid and service requested by the qualified individual with a disability when determining what would be an appropriate accommodation. In instances where the requested auxiliary aid or service would result in a fundamental alteration of the service, program, or activity or an undue burden, the ADA Coordinator will determine an alternative auxiliary aid or service that provides effective communication. In making that determination, the ADA Coordinator will consider the timeliness, accuracy, and appropriateness of the alternative auxiliary aid or service.

Mission

Ensuring equal opportunity and protecting the civil rights of all University community members through proactive outreach, education, and effective response and resolution.

STEP 4

For any questions or concerns about this process or implementation of the agreed upon accommodations or their effectiveness, please contact the ADA Coordinator as soon as possible.

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