



DATE

TO: Supervisor
FROM: Dr. Rosie Ruiz, Assoc. Director, Employee Development & Compliance Services, ADA Coordinator
SUBJ: Request for Accommodations under the Americans with Disabilities Act (ADA) – (Employee)

1. In accordance with TAMU-CC procedure 08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodations Under the ADA and TAMUS Regulation 08.01.01, Civil Rights Compliance, _____ has requested reasonable accommodations to continue to perform the essential functions of their job.
 2. As ADA Coordinator, a medical review has been conducted and determined that _____ medical condition qualifies as an illness/impairment/disability for accommodation under the ADA. Accordingly, please review the request for accommodation below and indicate your capacity to support the request. A request for reasonable accommodation cannot be denied without the review and prior concurrence of the ADA Coordinator.
 3. Specifically, (employee) requests:
 - a. To teach all online courses remotely during the spring 2022 semester
-

() The requests are reasonable, requests and I can support within my Department resources.

() The requests are unreasonable (indicate which are unreasonable and why), and I cannot support within my Department resources and request Division and/or University support.

I.M. Dean
Dean, College of _____

Date