**Steps for Requesting a Reasonable Accommodation**

1.The applicant or employee requests a reasonable accommodation by submitting the [USM Reasonable Accommodation Request Form](https://www.usm.edu/sites/default/files/groups/affirmative-action-equal-employment-opportunity/pdf/usm_reasoanble_accommodation_request_form-final.pdf) and corresponding documentation to the Office of Affirmative Action & Equal Employment Opportunity.

2. If medical documentation is not provided with the request, or is not sufficient to determine a qualifying disability, the Office of Affirmative Action & Equal Employment Opportunity will provide the employee with the [USM Medical Inquiry Form](https://www.usm.edu/sites/default/files/groups/affirmative-action-equal-employment-opportunity/pdf/usm_medical_inquiry_form-final.pdf) to be completed by the treating physician. The employee has ten (10) working days to return the form.

3. The Interactive Process is initiated among the Office of Affirmative Action & Equal Employment Opportunity, the employee and his or her direct supervisor. This process will include discussing options, pricing and implementation of the accommodation.

4. Once it is determined a reasonable accommodation is necessary, and an appropriate accommodation is selected, the accommodation request is approved. The employee is notified of the approval through the USM Reasonable Accommodation Approval Form. The employee’s supervisor is notified through the USM Reasonable Accommodation Notice to Supervisor Form.

5. Once approved, the accommodation will be provided within thirty (30) days of receipt of the request, or as short a period as reasonably possible depending on the accommodation.

6. If the employee refuses the option offered, the Office of Affirmative Action & Equal Employment Opportunity will record the employee’s rejection of the accommodation. The employee must submit a new request in order to receive an accommodation.

7. If it is determined a reasonable accommodation is not necessary, or cannot be granted, the employee will receive the USM Reasonable Accommodation Denial Form. The form will explain the reasons for the denial and the process for appealing the decision.

Employees dissatisfied with the resolution of a reasonable accommodation request can submit an appeal using the USM Reasonable Accommodation Appeal form to the Office of Affirmative Action & Equal Employment Opportunity within ten (10) days or receiving the denial form.

For more information, please review Policy #7.5.3 Steps for Requesting a Reasonable Accommodation in the USM Employee Handbook.