

Disability and Reasonable Accommodation

1.0 Policy

It is Caltech's policy to comply fully with the Americans with Disabilities Act (ADA), the Rehabilitation Act, and other applicable federal and state laws to ensure equal opportunity for otherwise qualified individuals with disabilities, including disabled veterans. Caltech does not discriminate based on physical or mental disabilities and is committed to ensuring that there is no unlawful discrimination or harassment in any of its academic or employment programs, services, activities, or in any terms and conditions of employment.

As required by law, Caltech will make reasonable accommodations to otherwise qualified individuals with known disabilities, including students, faculty, postdoctoral scholars, staff, volunteers, interns, and job applicants, to ensure equal employment opportunities and equal access to Caltech educational programs, services, activities, and facilities unless doing so would constitute an undue hardship or a fundamental alteration. Caltech also will provide reasonable accommodations to employees with pregnancy-related conditions consistent with federal and state law.

Caltech also, as appropriate, will conduct a fair, timely, and thorough investigation into complaints within the scope of this policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted.

2.0 ADA Coordinators

The following individuals have been designated to coordinate Caltech's efforts to comply with and carry out its responsibilities under applicable disability laws and Caltech policy (ADA coordinators). Individuals who believe they have been discriminated against based on their disability or who wish to request an accommodation should contact the appropriate Caltech ADA coordinator.

ADA Coordinator for Undergraduate and Graduate Students:

Marc Lazar, (626) 395-2961
Accessibility Services Specialist

ADA Coordinator for Faculty:

Stacey Scoville, (626) 395-6320
Administrator, Office of the Provost

ADA Coordinators for Staff, Postdoctoral Scholars, Volunteers, and Interns at Campus:

Ofelia Velazquez-Perez, (626) 395-3819
Director, Employee and Organizational Development

Taynora Lee, (626) 395-5740
Assistant Director, Disability and Leave Administration

ADA Coordinator for Employees, Volunteers, and Interns at JPL:

Jenny Narvas, (818) 354-6242
Human Resources Consultant

Janella Quintero, (818) 354-0504
Human Resources Consultant

3.0 Reasonable Accommodations

Caltech will provide reasonable accommodations that are appropriate and consistent with legal requirements. In evaluating requests for accommodations, Caltech will engage in a timely and good-faith interactive process with the requesting individual to determine what, if any, accommodations should be provided. Caltech has the right to request documentation supporting an accommodation request, including documentation of the disability when the disability or the need for accommodation is not obvious.

4.0 Right to File a Grievance

An individual who believes they have been the subject of disability discrimination may file a grievance. In addition, after engaging in the interactive process and after Caltech has determined whether a reasonable accommodation is available, an individual requesting an accommodation who disagrees with the decision may file a grievance under the Disability and Reasonable Accommodation Grievance Procedures. Grievance procedures may be obtained from the appropriate ADA coordinator or at the links provided at the end of this policy.

5.0 Right to File Complaint with Outside Agency

Employees and applicants may also file a complaint with the U.S. Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, and the U.S. Department of Labor, Office of Federal Contract Compliance Programs, or the U.S. Department of Education, Office for Civil Rights. Students may file complaints with the U.S.

Department of Education Office for Civil Rights at (415) 486-5555 (or OCR.SanFrancisco@ed.gov) or (800) 421-3481 (or OCR@ed.gov). Complaints may also be directed to the Bureau for Private Postsecondary Education at <https://bppe.ca.gov/>.

Related Policies and Procedures:

- [Nondiscrimination and Equal Employment Opportunity Policy](#)
- [Unlawful Harassment Policy](#)
- [Procedures for Complaints of Unlawful Discrimination, Harassment and Retaliation](#)
- [Disability and Reasonable Accommodation Grievance Procedures](#)