

Request for Accommodations

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, California Baptist University (CBU) provides reasonable accommodations and services to eligible students. Students who have a documented disability that limits one or more life activities who wish to arrange for appropriate accommodations must follow the following steps:

- 1. Complete and submit this form to Disability Services.** Allow up to **four weeks** for review and/or processing of your information/documentation. First-year and new students are strongly encouraged to request accommodations from Disability Services (DS) as early as possible before attending CBU. Current students may request accommodations at any time but are encouraged to request them as soon as they become aware of a need.
- 2. Submit appropriate documentation.** You will be asked to submit documentation to Disability Services that establishes a disability under ADA and California law and supports the requested accommodation(s). A qualified licensed healthcare professional must complete and sign the documentation. Please refer to the General Documentation Guidelines.
- 3. Schedule an Intake Meeting.** Once you have submitted the appropriate documentation with Disability Services, you will need to schedule an Intake Meeting with a DS Administrator. The Intake Meeting is designed to allow Disability Services the opportunity to meet with the student and learn more about the student's request and together discern how CBU can best support the student.

California Baptist University - Disability Services
8432 Magnolia Ave., Riverside, CA. 92504, Lancer Arms 38
Phone: (951)552-8814

Full Name: _____ Student ID#: _____

Contact Number: _____ E-Mail: _____@calbaptist.edu

Student Classification: _____ Requesting Semester: _____

Major: _____ Expected Graduation Date: _____

Are you currently enrolled at CBU? Yes No

Are you a transfer student? Yes No

My diagnosed disability falls into the following category (may select more than one):

ADD/ADHD Learning Traumatic Brain Injury
Autism Spectrum Disorder Mobility Visual
Chronic Illness Physical Other: _____
Hearing Psychological _____

Is your diagnosed disability temporary or permanent?

Temporary Permanent

Are you requesting academic or housing accommodations? (may select more than one)

Academic Housing

When, where, and by whom were you diagnosed?

How does your diagnosed disability affect you academically and in daily life?

Describe in detail any accommodations you have received in the past.

List the accommodations and/or services you are requesting.

I hereby agree, acknowledge, and understand that in connection with my request, the staff of Disability Services may discuss my accommodation needs and information provided by me with California Baptist University faculty and staff who request such information either verbally or electronically and whose knowledge of the accommodation is needed to implement services. I understand that accommodations are not retroactive to registration with Disability Services, and it is my responsibility to immediately notify Disability Services of any disability related problems or concerns I have so that they can be addressed.

Student Signature:

Date:

Julianna Carrera, Director of Disability Services , Coordinator of Disability Services

GENERAL DOCUMENTATION GUIDELINES

The Office of Disability Services arranges reasonable and appropriate accommodations and support services for students with disabilities. Along with the completed Request for Accommodations form, the requesting student must submit documentation that addresses disability, functional limitations, and appropriate accommodations. The following list includes general guidelines to assist requesting students and appropriate professionals in gathering information needed for the evaluation of an accommodation request:

1. Documentation must verify the disability and describe how the disability is currently limiting one or more major life activities.
2. Appropriate and qualified licensed healthcare professionals must complete all testing and evaluations.
3. Documentation must be on official letterhead. All reports must be signed, dated, and include the medical professional's credentials.
4. All testing and evaluations should be completed within three (3) years of the request for accommodations.
5. Medical documentation must include current evidence to support the requested accommodations and/or academic adjustments.
6. Documentation must clearly substantiate the need for specific accommodation requests.
7. Depending on the specific disability, the Office of Disability Services may request additional documentation and other information not specified above. For questions, please contact the Disability Services Office at (951)552-8814.
8. If incomplete or insufficient documentation is submitted, the University may request further documentation at the student's expense.
9. IEPs and 504 Plans are generally insufficient documentation but may be included as part of a more comprehensive assessment.
10. Specific recommendations for accommodations and additional observations are helpful in determining appropriate services.
11. Depending on the accommodation request, the University may request further paperwork in making the request decision.
12. All accommodations must abide by the University's guidelines.

Please Note: The University makes the final determination of reasonable and appropriate accommodations.