

## **Appendix E**

CSUCI Disability Access Guidelines

Documentation

Academic Accommodations

## Appendix E: CSUCI Disability Access Guidelines **Documentation**

Documentation must verify the limitation of a major life activity and support requests for accommodation, academic adjustments, and/or auxiliary aids. Sufficient documentation varies according to the specific disability. However, general guidelines include up-to-date, appropriate documentation from a qualified practitioner to substantiate the condition, evidence to establish a rationale supporting the need for accommodation, and qualifications of the evaluator.

The provision of all reasonable accommodation and services is based upon the assessment of the impact of the student's disabilities on his or her academic performance. So that accommodations are most appropriate to the student's current learning environment, documentation should be recent and validate the need for services based on the individual's present level of functioning in the educational setting.

A school plan, such as an individualized education program (IEP) or a 504 accommodation plan, is not sufficient documentation on its own but may be included as part of a more comprehensive assessment battery. Should initial documentation not be available, the DAS Coordinator has the right to request disability-related documentation from the appropriate licensed professional. Any costs associated with obtaining appropriate documentation is the responsibility of the student. Information regarding specific requirements for evaluation and documentation is provided below. The University reserves the right to deny accommodation pending receipt of the documentation.

### *Appropriate Documentation by Disability Type*

Appropriate and current documentation (generally from within 3 years or less) is important in establishing the most appropriate accommodations and will vary according to the specifics of the disabling condition. General guidelines for documentation are provided above while additional information useful in developing the most appropriate accommodations is provided below. The Coordinator for DAS can provide further information about obtaining required documentation.

- Attention-Deficit/Hyperactivity Disorder (ADD/ADHD)
- Deaf Or Hard Of Hearing
- Learning Disabilities
- Physical Disabilities
- Psychological Disabilities
- Vision Disabilities

Students transferring from another campus might request documentation from their transfer institution's disability office using the Consent Form.

## Academic Accommodations

Decisions regarding appropriate academic adjustments, auxiliary aids and accommodations are based upon the particular facts of each case, including the in-take interview, documentation, and other information relevant to the disabling condition. An accommodation plan is developed between the DAS Coordinator and the student. Faculty and staff are responsible for carrying out accommodations recommended by the DAS. However, it is the responsibility of the student to deliver accommodations notice to the appropriate faculty or staff. Failure to notify the appropriate persons in a timely manner may result in a delay or denial of services.

Accommodations may include physical adaptations and classroom modifications. Physical adaptations may comprise classroom arrangements and/or preferential seating. Classroom modifications may occur in one or more of the following areas: environment, materials, requirements, and testing.

Receiving accommodations should not be regarded as giving the student "special privileges," but rather as minimizing the impact of the disability to the greatest extent possible. It is important to remember that professors expect the same academic performance from all students regardless of disability. The ADA and Section 504 did not intend that universities pass students by virtue of them having a disability.

Academic adjustments, auxiliary aids and accommodations may include but are not limited to (click on the service to learn more):

- Liaison to campus programs and departments
- Disability management counseling
- Computer lab with assistive software
- Test proctoring in quiet rooms with extended time
- Readers and Scribes for examinations
- Alternate format services
- Notetakers or taped lectures
- Priority registration
- Equipment Loan
- Sign language interpreters
- Realtime captioning
- Admissions assistance and appeals