

## 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 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:*

1. Complete and submit this form to the Disability Services Office a minimum of 14 working days prior to the requested services or accommodation(s).
2. Submit appropriate documentation in support of the disability and requested accommodations. The documentation must be signed by a licensed healthcare or mental health professional. Please refer to the back of the form.

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

Full Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @calbaptist.edu

Student Classification: \_\_\_\_\_ Requesting Semester: \_\_\_\_\_

*Nature of Disability:*

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*Accommodations/Services Requested:*

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I understand that the process of evaluating requests and arranging appropriate accommodations may involve Disability Services staff disclosing information provided by me to appropriate University personnel.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

#### Approved Accommodations

|                            |                       |                       |                           |                                  |                             |
|----------------------------|-----------------------|-----------------------|---------------------------|----------------------------------|-----------------------------|
| X 1.5                      | Reader                | Scratch Paper         | Recording                 | May use laptop (class/exams)     | <b>HOUSING:</b>             |
| X 2                        | Scribe                | May Write on Exam     | Spell Checker             | Additional Travel Time           | Private in Shared Residence |
| X 3                        | Allowed Breaks        | Alternative Text      | Closed Captioning         | May leave class for brief period | Studio Apartment            |
| Private Room               | 4-function Calculator | Note Taking           | Early Access to ppt/notes | Modified Attendance Policy       | Dietary Restriction         |
| Minimal Room               | Formula Sheet         | Priority Registration | Assignment flexibility    | Alternative Chapel               | Emotional Support Animal    |
| Additional Accommodations: |                       |                       |                           |                                  | Service Animal on Campus    |
|                            |                       |                       |                           |                                  | First Floor Placement       |

**Signatures**

**Date**

**Adam Burton**, Vice President and General Counsel

**Pamela Jost**, Director of Disability Services

**Julianna Carrera**, Assistant Director of Disability Services

## **GENERAL DOCUMENTATION GUIDELINES**

The Disability Services Office 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 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 Disability Services Office 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 expense of the student.
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: Final determination of reasonable and appropriate accommodations are made by the University.**