



**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**  
**DIVISION OF STUDENT AFFAIRS**

**Disability Resource Programs**

**Effective Date:** Office Use Only>

**Page:** 1 of 2

**Procedure on Eligibility for Services for Students with Disabilities**

**Intent:** To provide students with appropriate and necessary disability accommodations.

**Background:** CSU Coded Memo AA 2002-35; CSU Executive Order No. 926; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, Americans with Disabilities Act of 1990 (ADA); the California Fair Employment and Housing Act (FEHA); Telecommunications Act of 1996; California Senate Bill 302; California Assembly Bill 2222; California Assembly Bill 422; CSUCI Policy FA.31.002 (Policy on Persons with Protected Disabilities).

**Accountability:** Vice President for Student Affairs, Director of Access, Orientation, and Transition, Associate Director of Access, Orientation, and Transition, and Disabilities Counselor

**Applicability:** Students, faculty, staff and administration at CSUCI

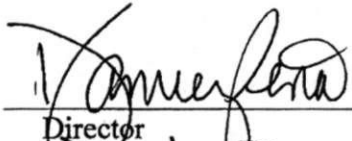
**Attachment(s):** Application for Disability Resource Programs  
Services Agreement Contract  
Accommodations Request Form  
Procedure on Documentation


**Procedure:** Receiving accommodations through Disability Resource Programs requires the following administrative steps:


1. Eligibility for accommodations is determined on a case-by-case basis upon receipt of verifying documentation and completion of an in-take appointment with the disabilities counselor.
2. Students must register with Disability Resource Programs (DRP) by scheduling an intake appointment at the Educational Access Center (EAC), located in the Bell Tower building, Room 1541. Intake appointments must be completed in-person. A schedule of classes and a CSUCI student I.D. card are required during this initial visit. *Note: Students requesting Alternative Text Formatting are strongly encouraged to register a minimum of six (6) weeks prior to the beginning of the semester to allow for completion of their request in a timely manner.*

3. Sufficient documentation of the disability is imperative, including functional limitations and related needs. The cost of obtaining documentation is the sole responsibility of the student. If the initial documentation is incomplete or inadequate to determine the extent of the disability and reasonable accommodations, the disabilities counselor has the discretion to require additional documentation. Any cost of obtaining additional documentation is also the responsibility of the student. If the student possesses documentation of his or her disability, it should be brought to the intake interview. *Note: Individualized Education Programs (IEPs) alone are not recognized as sufficient documentation.*
4. The student must bring sufficient documentation, the completed Application for Disability Resource Programs, Services Agreement Contract and Accommodations Request Form to the intake appointment and discuss disability-related functional limitations, accommodation history and current needs with the disabilities counselor..
5. The disabilities counselor reviews the documentation and supporting information given by the student during the intake interview and evaluates the requested accommodations
6. The disabilities counselor will provide the student with a Faculty Notification Letter stating which classroom and/or testing accommodations have been approved. It is the responsibility of the student to schedule a meeting with his/her instructors early in the semester to review accommodation needs as indicated on the Faculty Notification Form.
7. The University, not the requesting student, is responsible for making the final determination of reasonable accommodation based on ADA, government and CSU policies and procedures.
8. The disabilities counselor may deny a request for accommodations and services if the request is not warranted, the student fails to provide appropriate documentation, or the request imposes a fundamental alteration to a University program or activity.
9. In the event a student is deemed ineligible for services, the student may initiate the grievance process outlined in the Student Guidebook.

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  \_\_\_\_\_ Date: 9/16/08  
Director

Approved:  \_\_\_\_\_ Date: 9/16/08  
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