

# ACCESSIBLE FURNITURE PROCEDURES & GUIDELINES

## Services to Students with Disabilities CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### PROCEDURES:

1. Submit a completed Accessible Furniture Request Form each quarter after course registration has been completed. This form may be obtained from the SSD office during normal business hours or on the SSD website.
2. New students are required to meet with their SSD Counselor at least ten (10) working days prior to the start of the quarter to review their request. Current students are required to resubmit their requests ten (10) working days prior to the start of the quarter if the request is the same as the prior accommodation and twenty (20) working days prior to the quarter if the request is a modification of a prior furniture accommodation or a new request.
3. Establish and maintain communication with SSD regarding changes in class schedules and locations.
4. Any questions or concerns regarding the request should be immediately directed to the SSD office.

### GUIDELINES:

1. The student's SSD counselor determines Accessible Furniture services as an accommodation.
2. SSD will work with Facilities Services to ensure that accessible furniture is available and in place in classrooms on the first day of instruction provided that the student follows the request timelines. For late requests, SSD and Facilities Services will make their best efforts to have accessible furniture in place as soon as possible.
3. In consultation with the student, the SSD Counselor will determine the appropriate furniture after reviewing the medical and other related documentation.
4. SSD Counselors will work with students to determine if accessible furniture needs to be placed in specific locations or specific configurations in the classrooms.
5. In cases in which an SSD Counselor, in consultation with the student, has determined specific locations within the classroom are needed for the accessible furniture, the SSD counselor and Facilities Services will conduct a walk-through with the student in all of his/her classrooms to identify the appropriate location for furniture placement.
6. Students will receive a copy of the work order sent to Facilities Services regarding their request and an email notification when the work order has been completed.
7. Faculty will receive notification via student's completion of a Memo Request Form that if they do move, disassemble or relocate the furniture, they must return the furniture to its original location and configuration.
8. Problems reported to SSD will be corrected by Facilities Services in a reasonable timeframe. If problems continue, SSD will consult with Facilities Services and the student to ensure that problems are resolved and steps are developed to ensure that the problem does not recur.

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I have read and agree to follow the Accessible Furniture Procedures and Guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

White-SSD    Canary-Student