

## Accessible Furniture Procedures and Guidelines

### PROCEDURES:

1. Submit your request for Accessible Furniture as soon as your classes have populated in the AIM system. You can access AIM through [here](#).
2. New students are required to meet with their SSD Counselor at least ten (10) working days prior to the start of the term to review their accommodation. Current students are required to request their accommodation ten (10) working days prior to the start of the term. If you require different furniture, you must meet with your SSD Counselor twenty (20) working days prior to the start of the term.
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 at [ssdaltfurniture@csusb.edu](mailto:ssdaltfurniture@csusb.edu).

### 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. The SSD Counselor will determine the appropriate furniture after meeting with the student and reviewing the medical and other related documentation.
4. The SSD counselor will work with the student to determine if accessible furniture needs to be placed in specific locations or specific configurations in the classroom(s) based on disability(ies).
5. In cases in which the 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 the Faculty Notification Letter of the student's accommodation that if they 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.

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

Name (Printed): \_\_\_\_\_

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

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

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

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