Office of Student Accessibility Services Handbook
2020–2021

Please note: The Institute reserves the right to modify, amend, or revoke the contents of this Office of Student Accessibility Services Handbook. For academic policies, regulations, and requirements, please refer to the CIIS Catalog.
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Introduction

California Institute of Integral Studies (“CIIS” or “the Institute”) is an accredited institution of higher education that strives to embody spirit, intellect, and wisdom in service to individuals, communities, and the Earth. The Institute offers interdisciplinary, cross-cultural, and applied studies in psychology, philosophy, religion, cultural anthropology, transformative studies and leadership, integrative health, women’s spirituality, counseling, community mental health, and the arts.

With its personal learning environment and supportive community, CIIS provides an extraordinary education for people committed to transforming themselves and the world. Through education, service and support, CIIS seeks to create a welcoming, inclusive educational environment for all students.

The policies contained in this Office of Student Accessibility Services Handbook serve as the guidelines under which the CIIS Office of Student Accessibility Services delivers services to students with self-identified disabilities and to the extent required by law.

All students with disabilities who are interested in attending CIIS must complete the regular admission process prior to admission and enrollment at CIIS. To be eligible to continue at CIIS, all students must meet the qualifications and requirements expected generally of its students and must be able to perform the requirements of the individual major or program in which they are enrolled.

Commitment to Diversity and Non-Discrimination

CIIS is committed to providing qualified students an equal opportunity to participate in the University’s educational opportunities.

CIIS does not discriminate in its educational programs or services on the basis of race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic-related), disability, gender identity, and any another status protected by law.

CIIS complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 (ADA). The Institute provides reasonable accommodations to qualified individuals with disabilities to the extent required by law.
Office of Student Accessibility Services (OSAS), a division of the Dean of Students Office, works in partnership with students who self-identify themselves as having permanent or temporary disability status. OSAS functions to determine eligibility for student disability services and reasonable accommodations that will provide students with the opportunity for full access and participation in the academic environment.

OSAS’ mission is to provide equal access to education for qualified students with disability status in a manner consistent with CIIS’ obligations under law.

The OSAS staff also works to create a welcoming, accessible, and supportive environment in order to promote academic independence and success of students with disability status. OSAS Staff include:

Francisco Gomez  
Student Affairs Manager – Student Accessibility Services  
fgomez@ciis.edu, (415) 575-6171

Yunny Yip  
Dean of Students and Institute Disability Officer  
yyip@ciis.edu, (415) 655-5573

The Office of Student Accessibility Services is located in the Student Affairs Office, Room 302 of the Mission Building.

Persons with questions regarding OSAS or any of the contents of this handbook should contact OSAS by emailing osas@ciis.edu.

More information can be found on the Office of Student Accessibility Services page of MyCIIS.

Intake and Registration

Students with self-identified disabilities who wish to request academic adjustments, auxiliary aids, or other types of accommodations, must complete the intake and registration process which includes: completing a registration form (either online or in person) and presenting appropriate, current documentation to support the student’s status as a qualified individual with a disability and the need(s) for accommodation.

During the intake and registration process, students will participate in a student meeting with the OSAS staff (either in person or by phone) to enable the OSAS staff to make an individual assessment for services based upon the student’s expressed needs, the documentation presented, and the requirements under the law. This is an interactive process between the student and CIIS. The OSAS staff then makes the final determination on eligibility for OSAS services and any
reasonable accommodations that CIIS may offer to the student.

Recap: To Register with the Office of Student Accessibility Services, Students Must:

1. **Submit a completed copy of the OSAS Registration Form.**
   
   Forms are available online at:  
   [https://my.ciis.edu/ICS/Student_Life/Office_of_Student_Accessibility_Services.jnz](https://my.ciis.edu/ICS/Student_Life/Office_of_Student_Accessibility_Services.jnz)

   or

   Paper copies of forms may be obtained at the Student Affairs Office in Room 302 of the Mission Building (see Appendix A).

2. **Provide current documentation from a qualified professional of a disability(ies) or impairment(s) that limits a major life activity**

   Students requesting disability services must provide adequate documentation of a disability(ies) or impairment(s) that limits a major life activity. Please see below for more information on what constitutes appropriate documentation.

3. **Meet with the OSAS Staff for the Interactive Process**

   Completed electronic forms can be submitted electronically to: osas@ciis.edu.

   All other printed forms and pertinent documentation should be sealed in an envelope marked confidential and sent to or dropped off at:

   **Dean of Students Office c/o Office of Student Accessibility Services**
   
   **California Institute of Integral Studies**
   
   **1453 Mission Street, Room 302 San Francisco, CA 94103**

   Please be sure to keep the original copy of your documentation of disability status for your own records. Such documentation is your property.
Documentation of a Disability

In order to register and become eligible for OSAS services and accommodations, students must timely provide appropriate and current documentation of the student’s disability(ies) to OSAS.

Documentation must be recent enough to demonstrate the current need for reasonable accommodations. If documentation is more than three years old, students may be asked to submit more current documentation.

Documentation must be prepared and signed by a professional, who in the judgment of CIIS, is qualified to diagnose and treat the individual for the disability, such as a licensed physician, psychologist, psychiatrist, neurologist, or learning disability specialist.

Documentation must describe any and all functional limitation(s) of the student and must also state specifically how, if at all, the disability and/or related medications or treatments substantially limit current participation in courses, programs, services, or activities at CIIS.

The cost of obtaining this documentation is the responsibility of the student. Students must submit the documentation to CIIS in a timely manner in order to allow adequate time for processing the requests. What is considered a “timely manner” will depend on the students’ programs of study and will be determined by CIIS on a case-by-case basis. However, generally, all students are encouraged to complete the intake and registration process before their program of study begins so that any reasonable accommodations that are to be provided may be implemented at the start of the program of study.

If the documentation is incomplete or inadequate to support a requested accommodation in the judgment of CIIS, additional documentation may be requested by CIIS. In such case, the cost of providing any additional documentation will be the responsibility of the student.

Documentation requirements vary for different disabilities. There are specific requirements for documenting Mobility or Physical Disability/Impairments (see Appendix B); Psychological Disability/Impairments (see Appendix C); Attention Deficit/Hyperactivity Disorder; Learning Disabilities (see Appendix D); Students with Learning Disabilities (see Appendix E).

Forms are available online at: https://my.ciis.edu/ICS/Student_Life/Office_of_Student_Accessibility_Services.jnz
Reasonable Accommodation and Services

Requests for accommodations are considered by CIIS on an individual case-by-case basis. It is the student's responsibility to submit all requests for disability-based accommodations each academic semester and in a timely manner.

Reasonable accommodations are determined by CIIS upon review of the documentation submitted and through an interactive process with the student. CIIS will implement reasonable and effective accommodations where appropriate and in compliance with the law. Requests for accommodations that are not supported by appropriate documentation, that would cause an undue hardship to the Institute, or that fundamentally alter the programs of CIIS, may be denied.

Accommodations and services are considered classroom supplements. They are not intended to replace regular course requirements, and accommodations are not a guarantee of a certain grade or of success in a particular class. Rather, they are for the purpose of providing equal access to education for students with disability status. Students with disability status are expected to fulfill all academic and course requirements and evaluation standards, as expected of all CIIS students.

Accommodations are not provided retroactively. OSAS will not provide accommodations for academic work that is completed before a student registered and became eligible for student disability services/reasonable accommodations.

Accommodations that may be available include:

- Academic adjustments
- Notetaking
- Auxiliary Aids or Services
- Alternative Media Formats
- Tutorial Services
- Transportation
- Adaptive Equipment and Assistive Devices
- Academic Coaching

Confidentiality of Records

OSAS’ files, including documentation provided by students and medical providers, are treated by CIIS as confidential. All electronic documents are handled with great care in order to protect your personal information and prevent inappropriate disclosures of information. Electronic files are protected and paper files are kept under lock and key.

The OSAS files are not part of the student’s educational record as defined by the Family Educational Rights and Privacy Act (“FERPA”). Information about a student’s disability is not shared with others without the student’s written consent, except on a need-to-know basis as defined by FERPA.
At the request of the student, OSAS will send accommodation letters to student-specified professors that include a list of approved classroom or other academic accommodations. If you elect to send letters of accommodation to your professors, the nature or name of the disability(ies) will not be disclosed. The letter will only indicate the specific accommodations that have been approved and that are to be implemented for your success.

### Service Animal or Assistance Animal Policy

#### CIIS Animal Policy for Persons with Disabilities

The following information is provided to help define the role and the place of animals at California Institute of Integral Studies in promoting the safety, dignity, and independence of persons with disabilities.

1. **Service Animals** are:

   "...any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

   A service animal is one which is specifically trained to perform tasks that are related to the disability of the person. A service animal does not need to be licensed or certified by a state or local government or a training program. Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded.

   Most service animals working are dogs, such as a guide dog that serves as a travel tool for persons with severe visual impairments or who are blind; hearing dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound occurs; service/support dog that has been trained to assist a person who has a mobility or health impairment with carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc.; SSigDog is a dog trained to assist a person with autism (the dog alerts the partner to distracting repetitive movements common among those with autism); and seizure response dog is a dog trained to assist a person with a seizure disorder (the dog may stand guard over the person during a seizure, or the dog may go for help).

2. **Approval Authority:** Faculty and staff with a disability who will use a service animal must request in Human Resources to seek approval. Students and others who wish to utilize a service animal must request the Office of the Dean of Students to seek approval.
3. Responsibilities For Persons With Disabilities Wishing To Use Service Animals: The service animal's partner is at all times solely responsible for the cost of care, arrangements and responsibilities for the well-being of a service animal as well as any property damage. Service animals on campus must meet requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinance must be followed. The animal must be in good health. The person with a disability must be in full control of the animal at all times. Reasonable behavior is required from service animals while on campus. The partner must follow local ordinances in cleaning up after the animal defecates. The partner of an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to remove the animal from Institute facilities. Animals in Institute housing must have an annual clean bill of health from a licensed veterinarian. Service animals who are ill should not be taken into public areas. Partners with animals that are unclean, malodorous and/or bedraggled may be asked to leave Institute facilities.

4. Areas Off Limits To Service Animals: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. Any room where protective clothing is worn is off-limits to service animals. Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals. If a student, faculty, or staff member has an off-campus internship, or other Institute-related activity, then the student, staff, or faculty member must abide by the service animal policy at the off-campus entity.

5. “Emotional Support” Animals: “Emotional support” animals do not qualify as service animals because they are not trained to do specific tasks that help the person deal with the disability. They are, however, permitted in the Institute residence of the person with the disability, only.

6. Grievances: Any partner dissatisfied with a decision made concerning a service animal should follow the applicable Dispute Resolution Procedures. Students should contact Student Disability Services. Staff and faculty members should refer to the appropriate handbook or collective bargaining agreement.

See Appendix F for a copy of the Service Animal Registration Form.

Dispute Resolution Process

Students who are dissatisfied decisions made regarding a student’s eligibility for OSAS services or the reasonable accommodations that are offered by CIIS, may resolve the matter by speaking with
the Office of Student Accessibility Service (OSAS) Manager. If the student is still dissatisfied after consulting with the OSAS Manager, the student may submit a written complaint using the General Student Complaint Procedure (GSCP), as outlined in the CIIS Student Handbook.