

ADSO Guidebook 2025-2026

**A Guide to Navigating
Disability Resources & Services**



California State University (CSU)

Maritime Academy Land Acknowledgement

We want to acknowledge that we gather on the traditional land of the Indigenous People past and present. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

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WELCOME!

Dear Student,

Welcome to Cal Maritime! By accessing this guidebook, you have shown an interest in getting to know more about Cal Maritime's Accessibility and Disability Services Office (ADSO) and how to navigate its resources. The ADSO provides leadership in ensuring equal access to Cal Maritime's programs, curriculum, and activities. We value neurodiversity and inclusion as part of Cal Maritime's community.

Students with disabilities must self-identify to the ADSO in order to initiate the process for accommodations and services. The ADSO believes in a collaborative approach to access and overall student success and well-being. We look forward to connecting with you!

Best,

Dr. Vides, Disability Coordinator

Accessibility and Disability Services Office (ADSO) Contact Information

Jen Donaldson, Director: jdonal01@calpoly.edu

Lenon Prothro-Jones, Dean of Students:
lprothro-jones@csum.edu

DeAna S. Vides, Psy.D., Disability Coordinator: DVides@csum.edu

ADSO Hours of Operation: 8:00am-4:30pm (Monday-Friday)

Location: 200 Maritime Academy Drive, Vallejo, CA 94590

Student Services Building - ADSO Offices Rms. 124 & 125; Test Center Office Rm.122

Position Functions

Director: Provides leadership for a comprehensive disability services program for prospective and current students including evaluation and delivery of accommodations as well as services and programming initiatives to support student success.

Dean of Students: Guides students in navigating challenges, finding opportunities to get involved, building a sense of belonging, understanding community standards, and engaging in dialogue across lines of difference. Where ADSO grievance procedures have been initiated, the Dean of Students provides oversight while reviewing the accommodation request and the accommodation appeal to resolve disputes expeditiously.

Disability Coordinator: Collaborates with students in the planning and implementation of appropriate services and accommodations. Works in partnership with students on disability-related issues of academic accommodations, learning strategies, and advocacy skills. Coordinates the administration of the testing center, hiring and management of student assistant proctors and day-to-day operations of the ADSO. Collaborates with campus partners in the delivery of services and accommodations collegewide.

Student Assistants: Support the proctoring of exams scheduled to be taken in the ADSO Test Center.

Policy for the Provision of Accommodations & Support Services to Students with Disabilities

This policy is intended to ensure equal access to education for students with disabilities by providing necessary accommodations and support services. In accordance with the provisions of applicable law, the policy contains specific guidance related to the following components: eligibility; confidentiality; types of accommodations; procedures for requesting accommodations; responsibilities related to students, faculty and staff, and Disability Services Offices; grievance procedures; policy review and evaluation; and disability training and awareness. The policy's content aims to inform the CSU's efforts to create an inclusive educational environment that supports the success and well-being of students with disabilities. ***(For more information, please refer to the Policy for the Provision of Accommodations and Support Services to Students with Disabilities.)***

Nondiscrimination Policy

It is the CSU's policy to provide equal opportunity for every person regardless of the person's protected status. Protected statuses include age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status.

Confidentiality and Release of Information

The ADSO views all materials pertaining to a student's disability as confidential. Any written material regarding a student's disability that is submitted to and/or obtained by the ADSO is used to verify the disability and plan for appropriate services.

All disability-related information for students at Cal Maritime is housed within the Clockwork Accommodation Software System. This software provides easy use for students, confidential management of files, and ease in sharing between campuses when necessary.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects student disability and educational records. Written consent from a student is required to authorize the release of a student's personal information. Disability information may be released only when a student submits a signed "Release of Information" form to the ADSO. This form may be obtained from/completed with a student's treating practitioner and returned to the ADSO.

The ADSO understands the importance and impact parent involvement can have to further facilitate student self-advocacy. A student may permit the ADSO to disclose information to their parent(s) by updating their FERPA permissions as follows:

- Go into PeopleSoft - Student Center
- Select Authorize to release information
- Add the specific person authorized
- Specify what information Cal Maritime is allowed to release to the specified party.

Additional instructions may be accessed at:

<https://www.csum.edu/registrar/media/authorization-to-release-help-guide.pdf>

Rights & Responsibilities

STUDENTS WITH DISABILITIES AT CAL MARITIME HAVE THE RIGHT TO:

- Equal access to courses, programs, services, jobs, activities, and facilities offered by Cal Maritime;
- Equal opportunity to work, learn, and receive accommodations, academic adjustments and/or auxiliary aids and services;
- Confidentiality of information regarding their disability as applicable laws allow;
- Information available in accessible formats

STUDENTS WITH DISABILITIES AT CAL MARITIME HAVE THE RESPONSIBILITY TO:

- Meet qualifications and maintain essential institutional standards for programs, courses, services, jobs, and activities;
- Identify to the ADSO as having a disability in a timely manner in order to receive accommodations and to seek information, counsel, and assistance as necessary;
- Provide documentation to the ADSO from a qualified professional regarding the impact of the disability in courses, programs, services, jobs, activities, and facilities;
- Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- Contact the ADSO if they are experiencing difficulties/issues with their accommodations;
- Provide relevant documentation from a qualified professional that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services

CAL MARITIME HAS THE RIGHT TO:

- Identify and establish essential requirements, abilities, skills, knowledge, and standards for courses, programs, services, jobs, activities, and facilities and to evaluate faculty, staff and students on this basis;
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the documentation does not demonstrate that the request is warranted or if the individual fails to provide appropriate documentation;
- Select among equally effective accommodations, adjustments, and/or auxiliary aids and services;
- Deny a request if Cal Maritime has determined the accommodation request is unreasonable, causes undue hardship, and/or imposes a fundamental alteration in a program or activity of the university.

CAL MARITIME HAS THE RESPONSIBILITY TO:

- Provide reasonable accommodations to address the known limitations of an otherwise qualified student with a disability;
- Provide information in accessible formats upon request for students with disabilities;
- Ensure that courses, programs, services, jobs, activities, and facilities when viewed in their entirety are available and usable in the most integrated and appropriate settings;
- Evaluate students and applicants on their abilities, not their disabilities;
- Provide or arrange accommodations, academic adjustments, and/or auxiliary aids and services for students with disabilities. The ADSO may guide guests with disabilities attending Cal Maritime sponsored events/programs in receiving accommodations;
- Maintain appropriate confidentiality of records and communication, except where permitted or required by law;
- Maintain academic standards by providing accommodations without compromising the content, quality, or level of instruction.

Documentation Guidelines

The ADSO uses an individualized interactive process to determine eligibility for accommodations and services. This includes a review of the documentation of disability, student intake interview with the Disability Coordinator, and student's self-report regarding impact of the disability in an educational setting. Students must provide supporting documentation of the disability and impact on accessing the curriculum, programs, and/or activities at Cal Maritime.

Although an Individualized Education Plan (IEP) or a 504 plan may help identify services that have been effective in high school, it may not be considered sufficient documentation for accommodation requests. Documentation will vary depending upon the nature of the disability and accommodations requested. The following guidelines are considered in evaluating disability documentation:

- The documentation must be completed by a qualified professional who is qualified to diagnose a student's specific disability and include name, title, professional credentials and affiliation.
- The documentation is relevant, identifies specific disability, functional limitations resulting from the disability, current impact on academic functioning, and recommendations for reasonable accommodations.
- Documentation should include the following:
 - Quantitative and qualitative information to support the diagnosis
 - Summary and interpretation of assessment instruments (clinical interviews, behavioral checklists, observations, etc.)
 - The expected progression or stability of disability over time
 - Description of current and past accommodations, services, and/or medications
- Alternatively, the student may have the appropriate professional complete a Verification of Disability form.

Eligibility Process

It is important to note that according to the university's nondiscrimination policy, students do not have to inform the university of their disability. However, it is to the student's advantage to inform the ADSO if their disability, or functional limitation, is impeding their academic success or ability to participate.

The process is as follows:

- Apply for admission to Cal Maritime
- Complete the ADSO Online Student Intake Form and provide documentation
- The ADSO will contact the student for an Initial Intake appointment
- Meet with the Disability Coordinator to determine accommodations and services
- An Accommodation Letter is developed and sent to the student based on the results of the Intake

The ADSO is charged with providing services and accommodations to students with disabilities, makes decisions and provides recommendations to faculty and staff regarding determination of legally mandated service or accommodation. This is done in the context of: ***"We have made a review of the student's documentation of functional limitation(s) and have concluded the student is, in fact, disabled under the law and due services and accommodations as described within the ADA."***

Please note: By law, the university is required to provide any reasonable accommodation(s) that may be necessary in order for the student with disabilities to have equitable access to educational opportunities and services. Students might not receive all of the accommodations contained in this guidebook. In addition, there are no grandfather clauses that apply to the ADSO. You must renew your accommodations with updated documentation.

Accommodation Letters

An Accommodation Letter is a document generated by the ADSO that lists the approved, reasonable accommodations that are to be provided to the student:

- Students are responsible for requesting, receiving, and delivering the Accommodation Letter(s) to their professor(s) in a timely manner.
- Students will receive their Accommodation Letter via email to their Cal Maritime student email account.
- Students should meet with each instructor, provide their Accommodation Letter(s), and ask instructors if they have any questions.
- Students taking online courses may forward their Accommodation Letter directly to each instructor.

Please be advised that accommodations are effective the day the instructor receives the Accommodation Letter(s). Some accommodations are time sensitive and may be delayed if the Accommodation Letter(s) is/are submitted to the instructor late.

Accommodations are not retroactive, but may start at any point in the academic term.

MORE ON REQUESTING ACCOMMODATIONS: RETURNING STUDENTS

Students must attend a virtual or in-person accommodation review meeting with the ADSO at least two weeks before the start of each academic term/semester (Fall/Spring) to ensure timely services. Requests for accommodations and services will be processed as rapidly as possible if submitted less than two weeks before the start of the term/semester.

Accommodation letters will be emailed to the student's Cal Maritime email account.

- During the first or second week of classes, students are to discuss their accommodation letters with their instructors to make arrangements for their authorized accommodations.

ACCOMMODATIONS & MODIFICATIONS

Accommodations and modifications are authorized based on the student's disability and specific functional limitations. Reasonable accommodations refer to modifications that provide students with disabilities equal access to college programs and activities.

Accommodations may include, but are not limited to:

- extended time on tests
- calculator use
- elimination of physical barriers
- captioning
- recording devices
- electronic books

An accommodation is not considered reasonable if it fundamentally alters the essential elements of an academic program. Cal Maritime has a legal obligation to make these accommodations, unless it can demonstrate that making the modifications would fundamentally alter the nature of the services, program, or activity.

This determination would only be made after a thorough investigation involving the department/division, ADSO, and Cal Maritime's ADA Compliance Officer. Students might not receive all of the accommodations contained in this guidebook.

ATTENDANCE MODIFICATIONS

Students are expected to follow Cal Maritime's attendance policy, complete all assignments, and complete all exams as indicated on the instructor's course syllabus. Flexibility with attendance may be a reasonable accommodation when the disability has a direct impact on class attendance. This accommodation is not retroactive and would require consultation with a student's treating practitioner.

DINING ACCOMMODATIONS

All campus residents at Cal Maritime will be required to purchase a campus meal plan each year until graduation. When seeking a health accommodation related to dining, students are guided to engage in meaningful dialogue with both the ADSO and Cal Maritime's Dining Services Department to determine where their unique dietary needs may be met.

FORMATION/WATCH & GROOMING/UNIFORM STANDARDS

ACCOMMODATIONS

For student members of the Corps of Cadets, formation demonstrates the commitment to the cadet experience through personal accountability, self-discipline communication and time management. Cal Maritime interprets the term “watch” to be the community activity that enables individual cadets to reinforce institution-wide learning objectives and contributes to greater campus well-being and enhanced cadet life. Appearance in uniform is a key element of Cal Maritime and its students, particularly those who are a part of the Corps of Cadets. These standards set a baseline for a student’s personal and professional image and represent the values of and pride in the institution. **(Please refer to the Cadet Handbook for more information).**

Any exceptions to the formation/watch & uniform/grooming standards require written authorization, known as a “chit”. To pursue a “chit”, students are expected to inform the ADSO of their need and submit documentation that verifies the direct impact of their disability on their adherence to the expected formation, watch, grooming and/or uniform standards. Where approved for a health accommodation specific to these standards, students are expected to submit their approved accommodation to the Commandant’s Office to obtain the appropriate “chit”.

HOUSING ACCOMMODATIONS

Students enrolled in any baccalaureate degree programs at Cal Maritime are required to maintain residency on campus each year until graduation; however, students may be exempted from living on campus if they meet eligibility, submit an off-campus petition, and are approved for off-campus status.*

A health accommodation may be approved based on the following specific circumstances:

- Students with a disability or medical condition which prevents the student from living on campus
- Students who are the primary caregiver of a family member with medical conditions that require special attention which can only be provided by the student

Students must provide appropriate supporting documentation, such as a verification of diagnosis which includes how the student’s disability or medical condition prevents the student from living on campus, or documentation that verifies the student’s status as the primary caregiver for their family member. Medical documentation must be provided by an appropriately licensed medical practitioner, on an official letterhead from the practitioner / facility, within the past calendar year. Health accommodation petitions will be reviewed and assessed by the Accessibility & Disability Services Office (ADSO).

To submit documentation, students will need to complete the ADSO online application located on the ADSO webpage. Students will be contacted by the Disability Coordinator to schedule an appointment to review the student’s medical information. For more information, or any questions regarding health accommodation, please contact Dr. Vides, the Disability Coordinator, at DVides@csum.edu.

Please do not submit any medical documentation through StarRez as the Residence Life Department does not accept or review medical information.

MORE ON HOUSING ACCOMMODATIONS

****Important Reminders****

You must complete a housing application before completing an off-campus petition. Both the housing application and off-campus petition are in the same form. The off-campus housing petition is made available through the StarRez portal during the Spring term of each academic year. Every student must reapply with updated documentation and submit a new petition each year until they graduate from Cal Maritime. **(Please refer to the Off-Campus Housing Policy webpage: <https://www.csum.edu/housing/housing-options/off-campus-housing-policy.html> for more information.)**

Designated Single Rooms: Students may request consideration for a health accommodation specific to a single room living space through the ADSO. Similar to the requirements for an off-campus petition, students must submit appropriate documentation completed by their licensed practitioner which specifies how their disability/medical condition impedes their ability to reside in a common living space. Per Housing Department guidance, accommodation requests are by availability and not guaranteed. Residence Life has a limited number of spaces for accommodation purposes, and once those spaces are filled then a waitlist will be created. Residence Life will move through the waitlist in the order in which it was received.

Emotional Support Animal (ESA): Students may request consideration for a health accommodation specific to an ESA through the ADSO. Students must submit appropriate documentation completed by their licensed practitioner (**Emotional Support Animal Verification Form**) which specifies the impact of their disability/medical condition and how an ESA would support their ability to cope and mitigate the symptoms they are currently experiencing. Where approved, students must adhere to Cal Maritime guidelines specific to maintaining an ESA within Housing and Residential Life and complete a roommate agreement where appropriate.

Interpersonal Exchanges w/Roommate: To support consideration for a health accommodation, students experiencing conflicts with their roommate must demonstrate that they have first pursued resolution to their needs through the following means: direct communication with their roommate; mediation via RHO support; completion of a Roommate Agreement, where appropriate; and intervention via Residential Life Professional Staff (Director/Coordinators) involvement, where necessary.

For all questions concerning Cal Maritime's housing policy, available housing options, and general processes, please send inquiries to housing@csum.edu

RELIGIOUS EXEMPTIONS

Students may encounter elements of campus life or expectations which are in conflict with their religious beliefs and can be reviewed for a potential Religious Exemption accommodation.

Seeking religious exemption does not guarantee approval. As previously stated, students are expected to engage in meaningful dialogue with the ADSO to determine the extent of their needs and to work with the respective departments (e.g., Commandant's Office; Dining Services, etc.) to resolve their concerns.

TESTING ACCOMMODATIONS

Testing accommodations are changes in the standard administration of a test, including testing procedures or formats, that enable students with disabilities to participate in their quizzes/exams on an equal basis with their peers. Testing accommodations can change the manner in which test items are presented to the student, the student's method of responding, the setting in which the test is administered, and the timing and scheduling of the assessment. Testing accommodations do not alter the construct of the test being measured or invalidate the results.

As a recipient of academic accommodations related to extended time and a reduced distraction setting, you are responsible for the adhering to the following expectations regarding your exams and overall conduct within the ADSO Test Center.

When scheduling exams to be proctored, you are requested to:

- Inform your instructor you are requesting to take your exam in the ADSO Test Center.
- Email Dr. Vides directly (DVides@csum.edu) with the exact date of your exam, course name, and instructor 3-5 days in advance of your exam date; your exam will be scheduled on the date of your exam and within ADSO hours of operation (8:00am-4:30pm/0800-1430). **Hours of operation are subject to change during end of term Final Exams.**
- RSVP to the calendar reminder provided by Dr. Vides to confirm your exam appointment.
- Inform Dr. Vides immediately where an exam has been postponed by your instructor or you are unable to attend your exam appointment.

It is your responsibility to inform Dr. Vides of the dates of your upcoming quizzes/exams you would like to be proctored in the ADSO Test Center. Where scheduling conflicts arise, you must provide Dr. Vides with a range of your availability to support rescheduling attempts made with your instructor. Ultimately, it is your instructor who will approve whether your exam may be rescheduled and on which date/time.

During your proctored exam appointment, you are expected to:

- Arrive to the ADSO Test Center on-time and/or no earlier than 15 minutes to settle in with your required materials (writing tools, rulers, calculators, texts, etc., where permitted by instructor) - time taken to retrieve these items will result in time taken off your exam.
- Turn your cell phone off and leave it with your personal belongings (backpack, jacket, etc.) in the proctors' seating area.
- Take care of your personal needs (restroom/beverages) prior to starting your appointment.
- Use scratch paper provided by your instructor; requests for additional scratch paper may be made; however, all scratch paper used will be reviewed by ADSO proctors and submitted along with your exam to your instructor.

Your adherence to the above expectations and codes of conduct will support your overall experience in the ADSO Test Center and maintain the academic integrity we are tasked with upholding as a community. **For more information regarding Cal Maritime's academic integrity policy, you are encouraged to access the following: [academic-integrity-committee-aic-policy.pdf](#).**

FORMS

PROVIDER VERIFICATION OF DIAGNOSIS FORM

The Accessibility and Disability Services Office (ADSO) requires current and comprehensive documentation in order to determine appropriate services and accommodations. The Verification of Disability Form provides treating or diagnosing practitioner(s) an opportunity to advocate for students by providing specific information necessary in the ADSO's evaluation of students' eligibility for academic accommodations.

The [Provider Verification of Disability Form](https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:e20ca826-defe-420a-9959-c6ec3c47475a) may be accessed at:

<https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:e20ca826-defe-420a-9959-c6ec3c47475a>

Students are requested to provide this form to their practitioner for completion. Upon completion, the practitioner is requested to return the form to the ADSO Disability Coordinator at DVIDes@csum.edu.

INTAKE FORM

To request/apply for services through the ADSO, students are requested to complete the ADSO's Intake form available at: <https://access.csum.edu/custom/misc/home.aspx>.

Upon receipt, the ADSO Disability Coordinator will schedule an accommodation review meeting with student where their documentation and functional impairment will be discussed to determine the extent of their need for accommodations.

ACCOMMODATION APPEAL FORM

Students are requested to complete and return this form to the ADSO Disability Coordinator initiate the Level 1 Review - Accommodation Appeal Process where they would like to appeal the ADSO's decision to deny an accommodation.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:adb2d1c8-2b5b-3ee2-b272-632409174679>

SUGGESTION BOX FOR STUDENTS/FACULTY & STAFF

This form is designed to solicit constructive feedback/suggestions to improve ADSO services with regard to disability access and inclusion. Return completed form to the ADSO mailbox located in the Admin Building.

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:4f2d4487-b60e-35f1-ae01-4e423e25cf26>

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

HOW DO I APPLY FOR/REQUEST SERVICES FROM THE ADSO?



**I HAVE AN IDENTIFIED
DISABILITY**



**COMPLETE & SUBMIT
THE ADSO INTAKE
FORM ONLINE**



**SCHEDULE AN
ACCOMMODATION
REVIEW MEETING WITH
THE ADSO**



**HOW TO PREPARE FOR
APPOINTMENT?**

**BRING COPIES OF
DOCUMENTATION
VERIFYING DISABILITY
(IEP, 504, &/OR
PRACTITIONER LETTER)**

**YOU ARE ENCOURAGED
TO SIGN A RELEASE OF
INFORMATION
(PRACTITIONER -> ADSO
CONSULTATION ONLY)**

ENGAGE MEANINGFULLY

**ANNUALLY OR
PER ACADEMIC
TERM!**

**REVIEW NEEDS FOR
ACCOMMODATION**



**HELP!! I DON'T HAVE A
DISABILITY /
DOCUMENTATION. NOW
WHAT?**

**SCHEDULE AN
APPOINTMENT WITH
YOUR TREATING
PRACTITIONER TO
DISCUSS YOUR NEEDS**

**YOU ARE ENCOURAGED
TO SIGN A RELEASE OF
INFORMATION
(PRACTITIONER -> ADSO
CONSULTATION ONLY)**

**KEEP THE ADSO
APPRISED OF ANY
CHANGES TO YOUR
STATUS**

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

Eligibility Requirements

Is a diagnosis a disability?

No. A diagnosis is the opinion obtained from the act of identifying or determining the nature and cause of a disease or injury through evaluation of patient history, examination, and review of laboratory or assessment data. A disability results when the impact of the physical or mental condition substantially limits a person's ability to perform one or more major life activities or major bodily function(s).

What is a "functional limitation" and how is it determined?

An individualized assessment to determine if the student is limited in a major life activity or bodily function(s), especially when the symptoms vary greatly from person to person, is essential. A person must have limitations on abilities that are "central to daily life" not just to life in the workplace or in school; the limitations must also have a "permanent or long-term" impact.

Functional limitation(s) that limits a major life activity or major bodily function is disabling at the point that it causes limitations in comparison to those experienced by the average person. If an average person experiences a similar limitation, then the functional limitation is not disabling. For example, regarding learning disabilities, a student needs to demonstrate that their learning is limited in comparison to the average college-age student's aptitude and achievement expectations.

Students wanting ADA coverage because they are limited in the major life activity of performing manual tasks must be able to show that these limitations are for activities that are central to most people's lives (i.e., performing household chores, bathing, brushing one's teeth, dressing, etc.) as well as activities related to education. Documentation should be ample, considerable in importance, value, degree, amount, or extent, and demonstrate that the limitation is true or real, not imaginary.

Must a student be "currently limited" or is the potential and/or past history of a significant limitation sufficient? (e.g., psychiatric condition controlled with therapy and meds, diabetes, etc.).

For the purposes of protection from discrimination, a person who satisfies the second and third prong of the disability definition per federal ADA regulations (i.e., *has a record of such an impairment and being regarded as having such impairment*) is disabled. This means the individual cannot be discriminated against because they have either had a disability in the past or they are being treated as if they have a disability (e.g., student is denied admission to a graduate program because they previously had cancer and there is concern about their capacity to complete assigned tasks or their future work prospects; denying a facially disfigured student from representing a club or department at an orientation event because of concern regarding appearance.).

However, for the purposes of services and accommodations, a person needs to be **currently** limited in a major life activity or bodily function(s) to receive services or accommodations. For example, a student with documentation of a learning disability from middle school is not disabled unless additional documentation is available that indicates student is currently limited. A student with a history of a mental health condition who is currently functioning well is not disabled unless there is specific evidence to the contrary.

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

Eligibility Requirements

How does the ADSO view outcomes? For example, if a student has a 3.5 GPA and is not presenting documentation of a learning disability, ADHD, or other mental health condition, does the ADSO assess how academically successful a student has been without accommodation(s)?

In order to determine if a student is substantially limited in the major activity of **learning** (inclusive of reading, thinking, attending, concentrating, etc.) the following must be considered:

- **Evidence through psycho-educational assessment, or another valid method, that learning processes are significantly impacted and that links the processing deficit to the requested accommodation.**
 - For example, if more time on exams is requested, there should be evidence of a statistically relevant deficit in reading or processing rate; or,
- **Reflection in the academic record that learning is significantly affected.**
 - A GPA that is substantially lower than average, or a history of academic probation, in addition to documentation that verifies a functional limitation and statement that learning is impaired and may be sufficient for demonstrating a substantial limitation in learning.
 - Assessment of the academic record should be both in comparison to the individual student and to their peer group. Peer groups should be considered students within the same college or major, and their class level.
 - The high school academic record needs to reflect the impact of the disability-related functional limitation(s) if a student is a freshman and does not have an established college profile yet. Or, if the student has one or two college semesters, the GPA should be significantly lower than their high school GPA.
 - Impact can also be demonstrated by lack of progress. If due to their disability-related functional limitation(s), a student is deficient in units, it may not matter what the GPA is if they are not making notable progress toward a degree.
- **Clear and convincing evidence, when the academic record is satisfactory, that the individual's quality of life is substantially affected by the functional limitation(s) for which there is valid documentation.**
 - For example, there is evidence a student studies substantially more than the average student, is adversely affected by their efforts (relationships, ability to work, etc.) or health conditions are exacerbated as a result of efforts to maintain satisfactory academic performance.

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

Documentation Requirements

My disability is considered “Chronic” in nature. Am I required to submit new documentation to request/apply for accommodations?

Yes. It would be a disservice to the recipients of accommodations approved through the ADSO not to consider how their presentation of symptoms may have changed over time, and whether their needs would warrant additional accommodations based upon those changes.

But my condition will not/hasn’t changed. As there are no grandfather clauses that apply to the ADSO, students identified with a chronic or temporary disability/condition must submit updated documents to request/apply/reapply for accommodations.

Verification of Disability/Letters of Support

My relative/friend of the family is a licensed practitioner (i.e., doctor, therapist, etc.). Are they able to verify my disability?; write a letter of support on my behalf?

No. Verification of disabilities and/or letters of support must be completed by licensed practitioners who would be impartial to the accommodation review process and have no vested interest in the outcome of the decisions arrived at by the ADSO.

What is the status of my application for a health accommodation if I have decided not to consent to the authorization of a release of information between my treating practitioner and the ADSO?

Encouragement to authorize a release of information is given to students in order to support consultation between the ADSO and students’ treating practitioners, **NOT** to seek access to students’ historical medical records. Where submitted documentation remains insufficient and a release of information has not been granted, requests for a health accommodation may not be able to be processed further by the ADSO.

Tell me what you need to ask my practitioner and I will get the information for you.

Consultation meetings between professionals are a live and fluid process that may trigger ideas and follow-up questions in the moment. It would not be appropriate for students and/or their authorized family members to engage in this dialogue as they are not considered representatives of the ADSO. It is the ADSO’s responsibility to engage in such discourse as part of the accommodation review process.

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

Granting Accommodations

I was approved for accommodations last year but not this year. Why?

Accommodation approval status is subject to change. Changes in status occur in relation to updated guidance received by the ADSO from the CSU Chancellor's Office.

My request for a health accommodation related to off-campus housing was not approved by the ADSO even though a LICENSED practitioner verified my disability and recommended off-campus housing as a reasonable accommodation. Why?

Any recommended accommodations received by the ADSO from treating practitioners are considered "suggested" recommendations only. They do not guarantee the outcome being sought as treating practitioners are not uniquely positioned to navigate the continuum of available tiered accommodations and resources offered at Cal Maritime. This is the purview of the ADSO.

Practitioner letters that are outcome driven (e.g., *Due to Student's X diagnosis/condition, Student should not be required to live on campus - off-campus housing recommended; etc.*) are deemed insufficient to support meaningful dialogue between students and the ADSO. Outcome based letters will be returned to student and more information will be requested to gain additional insight into the students' functional impairment and their need for a health accommodation(s).

My roommate was approved for accommodations, but I wasn't. Why?

Each request/petition for accommodation and the circumstances surrounding the identified disability is unique to the individual applying. Due to federal HIPPA regulations, the context related to the granting of accommodations is confidential and cannot be disclosed to support an understanding regarding the differences between one student's approval for and another's denial of accommodations.

Housing Accommodations

I have requested a health accommodation for Off-campus Housing. May I move forward with signing a lease while I wait to learn if my petition for off-campus housing has been approved by the ADSO?

No; this could be a costly mistake. Per Cal Maritime's off-campus policy, "signing a lease is **NOT** a criterion used to evaluate a student's need to live off campus. If you are not granted an exemption to the residency requirement, you will need to pay for on-campus housing and meal plan fees."

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

Priority Registration

If I have been approved for a health accommodation specific to Housing, does that mean I also qualify for Priority Registration?

No. The ADSO is not authorized to grant priority registration based on consideration of a housing accommodation, a course becoming full due to enrollment, graduation time limitation, financial need, and sponsorship by programs such as the Department of Rehabilitation, private insurance, etc. Priority registration is a common academic accommodation that allows students with an identified disability to register for classes at the earliest date possible. It is an essential accommodation for many students with disabilities, enabling them to manage their symptoms to succeed academically. Here are some conditions under which students may qualify for priority registration:

- **Mobility Disability** - The student has a physical or mobility impairment that requires the need to schedule classes in accessible locations and when possible, in close proximity to one another.
- **Strict Medication or Treatment Regimen** - The student has extraordinary class scheduling needs due to health restrictions, extensive therapy/medical disability (e.g., chemotherapy, renal dialysis, etc.) or the need to administer medications at specific times.
- **Other** - The student has a disability related circumstance that the ADSO deems appropriate for priority registration.

Students should be registered with the ADSO and be in good standing. All other requirements for registration (prerequisites met, holds, etc.) are still in place and not overridden.

Testing Accommodations

May I arrange for accommodations for my upcoming U.S. Coast Guard exams/STCW courses?

No. There are no accommodations for the U.S. Coast Guard exams, and accommodations for courses that include Standards of Training, Certification, and Watch standing (STCW) assessments are usually not permitted. Cadets who plan to participate in Summer Sea Term should speak with the ADSO about permitted accommodations.

I forgot to make arrangements to take my quiz/exam scheduled for tomorrow in the ADSO Test Center. May I proceed with booking a proctored appointment?

No. Requests to schedule a proctored exam received by the ADSO 24 hours or less than your exam date are unable to be supported.

ADSO FAQs

Commonly asked questions regarding ADSO supports and services

USCG Licensing/STCW Medical Requirements

If I have been approved for a health accommodation, how will this affect my pursuit of licensure with the United States Coast Guard?

The ADSO is required to assess reasonable accommodations for STCW courses and Corps of Cadets based on medical standards set by the U.S. Coast Guard and Merchant Marine Credential process. This is done in collaboration with the Superintendent, USCG Licensing Office, licensure programs academic leadership, along with the medical documentation submitted by the cadet on a case-by-case basis to determine what, if any, reasonable accommodation is permissible.

As it pertains USCG Licensing medical requirements, there are very few medical conditions that automatically disqualify a student from licensing.

However, there are a number of medical conditions that will cause the USCG to ask for “Amplifying Information,” in the form of additional tests or explanations from the attending physician. In general, the USCG wants to establish that the individual is responsible for handling their own treatment while on a vessel, that the condition can be handled without direct daily medical supervision, and that the condition does not impact on a person’s ability to do their job or endangers anyone else.

In the case of acute conditions or injuries, the USCG wants to establish that treatment was adequate and appropriate, complete and left the individual with no lasting effects. If you are concerned about a medical condition that has been identified as potentially impacting licensure, visit the Student Health Center in your first semester to review and discuss preexisting conditions or as soon as possible if a new condition arises. It is recommended that you complete a USCG 719K/B Physical/Medical Certificate Application which the USCG Licensing Office can submit on your behalf to be vetted for suitability to hold a license. This procedure allows you plenty of time to consider changing majors and/or schools if you receive a negative response.

Any medical conditions which require “Amplifying Information” are required disclosures in the USCG Application for Medical Certification/Merchant Mariner Credential Application Forms CG-719K/B. Review the [application](#) for the list of medical conditions which require the additional information/disclosures.

As outlined in the USCG Application for Medical Certification and Merchant Mariner Credential, failure to appropriately disclose medical history and/or amplifying information can result in fraudulent submission. Falsifying information on the CG-719K/B constitutes fraud and can lead to denial of Merchant Mariner Certification (MMC), suspension or revocation of an existing MMC, and potential for federal prosecution even if the fraudulent information itself was not cause for denial or prosecution.

STUDENT RESOURCES

Resource	Description	Purpose	Contents	Need More Information?
College Guide for Students with Disabilities	Web-based article. Grant, B. and Jones, C. "Best Colleges". 05/03/2023. Accessed 06/05/2024.	Information offered to assist students with disabilities navigate their higher education experience successfully	Addresses the following areas: <ul style="list-style-type: none"> Americans with Disabilities Act (ADA) Section 504 21st Century Communications and Video Accessibility Assistive Technology Act (ATI) <ul style="list-style-type: none"> Paying for College 	https://www.bestcolleges.com/resources/students-with-disabilities/
University Advising	Katie Hansen & Krystal Loera - University Advisors	Support student success by helping students navigate university requirements, policies, and resources to achieve their academic goals.	Areas of focus include: <ul style="list-style-type: none"> Developing a plan to complete all University requirements for graduation in an efficient and timely manner. College management skills: goal setting, time management, etc. Informing students about campus resources and services Partnering with Faculty/Program Advisors for academic and major course advisement 	advisor@csum.edu Student Services Building
Inclusion Center & Educational Opportunity Program (EOP)	Meagan Nance, Director of Inclusion Initiatives Jalen Chavez, EOP Coordinator	Direct engagement to support campus community members in learning more about diversity, equity, and inclusion Empowering students from educationally and economically diverse backgrounds to meet their goals	Pride in Maritime Summit Safe Zone Program Women in Maritime Leadership EOP services and benefits include: <ul style="list-style-type: none"> Peer mentoring EOP advising Financial benefits Enrollment deposits Summer Bridge Program Workshops targeting academic & career skills development 	https://www.csum.edu/diversity/ https://www.csum.edu/eop/ Morrow Cove

STUDENT RESOURCES

Resource	Description	Purpose	Contents	Need More Information?
Counseling & Psychological Services (CAPS)	Dr. Ian Wallace, Ph.D. - Asst. Director	Professional help provided to address psychological issues; personal concerns; interpersonal issues and crisis intervention services	CAPS offers individual and group counseling, mental health assessment, crisis support, education prevention, outreach, referrals to community resources.	www.csum.edu/caps To schedule appointment: (707) 654-1770
	Marie Ekmekjian, LPCC, CRC - Counselor Miriam Anthony, AMFT - Counselor	All students currently or concurrently enrolled are eligible for services.	Counseling is confidential and accessing counseling services does not prevent licensure with the U.S. Coast Guard (USCG).	Drop-in hours: Daily 2:00 pm-3:00pm/1400-1500 Student Health Center
Student Health Center	Dr. Ricardo B. Young, MD - Interim Chief Medical Officer	Offers clinic-based, primary care services to all enrolled students	Types of services include: <ul style="list-style-type: none"> • Medical Care • Physicals (Sports, USCG) • Women's Health • Health Education • STI Screening • Mental Health/Counseling (see CAPS) • Tetanus & Flu Vaccines 	Open Daily
	Heather Hutchinson, MSN, FNP - Nurse Practitioner & Medical Officer Carla Jennings, NCMA/NCPT - Medical Assistant Tianna Sims, CMA - Medical Assistant			By appointment (707) 654-1170 For an urgent problem or crisis after business hours: (707) 654-1170, ext. 1

FOR ADDITIONAL SUPPORT

Cal Maritime Non-Emergency Police: (707) 654-1176

Crisis Text Hotline: 741-741

Suicide & Crisis Lifeline: 988

On Campus Emergency: 911

STUDENT RESOURCES

Resource	Description	Purpose	Contents	Need More Information?
Housing	Tim Westmoreland - Director of Residential Life	Supporting residence life at Cal Maritime through the work of Resident Assistants (RAs), housing program initiatives, departmental collaboration, and policy creation.	Services provided to maintain student safety, promote campus engagement and encourage student growth	housing@csum.edu
	Malinda Balfour - Lead Residential Life Coordinator			Office: Upper Residence Hall, 1st Floor
	Matt Donovan - Residential Life Coordinator			(707) 654-1400
Basic Needs	Initiative	Ensuring that all cadets have access to essential resources: food, shelter, clothing and healthcare	Cal Maritime Emergency Assistance Grant	https://www.csu m.edu/campus-life/basic-needs/cadet-emergency-grant.html
	Josie Alexander - Director of Student Activities		CSU Emergency Assistance	https://www.csu m.edu/campus-life/basic-needs/food.html
			Food Pantry	Mayo Hall
Financial Aid	Saúl Ramirez Director of Financial Aid	Assisting students to navigate available financial aid options to pay for college regardless of financial circumstances	Provide guidance related to: FAFSA Grants Scholarships Student Employment Fee Waivers Educational Assistance for Veteran's/VA Dependents	https://www.csu m.edu/financial-aid/index.html Open Daily 8:00am-5:00pm Mayo Hall (707) 654-1287
Confidential Advocate	Jennifer Ojeda	Confidential Support	Services offered to students who have experienced: <ul style="list-style-type: none">sexual harassmentassaultstalkingintimate partner violenceother forms of sexual & gender-based violence	By appointment (707) 246-9606 Office: Upper Residence Hall, 1st Floor

STUDENT RESOURCES

Resource	Description	Purpose	Contents	Need More Information?
Career Services	<p>Stephanie B. Francis - Director of Career Services</p> <p>Daisy Gonzalez - Career Counselor</p> <p>Tess Luna - ASC II</p>	Helps students position themselves for thriving careers, aids industries in recruiting top talent, and connects the world to future leaders	<p>Coordinate:</p> <ul style="list-style-type: none"> on-campus and virtual career fairs employer info sessions interviewing with private sector companies, government agencies, and nonprofits providing jobs for graduating students and alumni <p>Provide:</p> <ul style="list-style-type: none"> Sea training billets for cadets Individual counseling and workshops on career development <p>Offer:</p> <ul style="list-style-type: none"> internships for students 	<p>https://www.cs.um.edu/career-center/index.html</p> <p>Schedule appointments: Monday-Friday 9:00am-4:00pm/0900-1600</p> <p>(707) 654-1060</p> <p>Mayo Hall</p>
Community Engaged Learning	JoEllen Myslik - Director of Community Engagement	Facilitates opportunities for students to develop as leaders and inspires them to make a positive impact through involvement in the world around them.	<p>Develops and maintains community partnerships</p> <p>Provides volunteer opportunities</p> <p>Administers service-learning courses</p>	<p>Community Engaged Learning Center</p> <p>Mayo Hall, 2nd Floor, Office 204</p> <p>(707) 654-1412</p>

STUDENT POLICY & PROCEDURES FOR RESOLVING UNIVERSITY 504/ADA ACCOMMODATION DISPUTES

Any Cal Maritime student who believes they have been subjected to discrimination on the basis of disability or have been denied access to accommodations required by law, shall have the right to invoke grievance proceedings. The following procedures have been developed in response to Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disability Act, State of California ACR 201 (1976), ACR 3 (1985), AB746 (1987), and the "Policy for the Provision of Accommodations and Support Services to Students with Disabilities," coded memorandum AA2014-08, The California State University System.

INFORMAL RESOLUTION PROCEDURES

Students, faculty or staff should attempt to resolve disputes informally with either party alleged to have committed the violation, and/or with the head of the department or unit in which the alleged violation occurred, or the Dean of Students. **Experience has shown that the majority of complaints can be effectively resolved through the informal process.** In the interest of efficiency, all complainants are encouraged to resolve disputes via these informal processes when possible. The Dean of Students and the ADSO are available to provide advisory, mediation, and conciliation services to students raising such complaints.

ACCESSIBILITY & DISABILITY SERVICES OFFICE (ADSO) GRIEVANCE PROCEDURE Level 1 Review - Accommodation Appeal Process

If a student would like to appeal the ADSO's decision to deny an accommodation, students may complete the **Accommodation Appeal Form**, describing the request or challenge. If additional documentation is required to support the request, it is the student's responsibility to provide it. The review process will not begin without full documentation, if it is not clearly evident why the requested accommodation is necessary due to the functional limitations associated with the student's disability.

The Dean of Students will review the accommodation request and the accommodation appeal with supporting documentation, as pertinent. As appropriate, additional persons/resources may be consulted, such as CAPS or Health Center clinical staff. Usually, a resolution can be made at this level. Further evaluation of the matter and appropriate recommendations will be made within 10 working days of receiving the Level 1 Review request.

Lennon Prothro-Jones
Dean of Students
lprothro-jones@csum.edu
May Hall - Conduct Office

Every effort will be made to resolve disputes as expeditiously as possible. During the time that the accommodation is under review, the ADSO recommendation for accommodation will remain in effect.

Level 2 Review - Formal

Students who remain dissatisfied with the outcome reached by the Dean of Students, may direct their concerns to the Vice President of Student Affairs or:

Dr. Carol Branch, Director of Title IX and Civil Rights Officer
Student Services Building, Office 111
cbranch@csum.edu
707-654-1178

PARENTS AS PARTNERS

The ADSO welcomes the privilege of working with your student in the coming year. Making the transition to a four-year university from high school, a community college, or returning as an active student, is sometimes complex. The ADSO has assembled some resources that may be helpful in your role as a “parent of a college student with a disability.”

TRANSITION FROM HIGH SCHOOL TO COLLEGE

Here are some excellent resources to help understand some of the important differences in transitioning to a post-secondary environment:

[An Open Letters to Parents - Courtesy of Jane Jarrow](#)

[Opening Doors to Post-Secondary Education and Training: Planning for Life after High School](#)

[Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities](#)

OVERVIEW OF THE ADSO

Requesting ADSO services and accommodations involves the following steps:

- Apply for admission to Cal Maritime
- Complete the ADSO Online Student Intake Form and provide documentation
- The ADSO will contact the student for an Initial Intake appointment
- Meet with the Disability Coordinator to determine accommodations and services
- An Accommodation Letter is developed and sent to the student based on the results of the Intake

ONFIDENTIALITY

Federal regulations protect adult students' confidentiality, even as it pertains to disclosing confidential information to parents. Students can provide release of information permissions that would allow the ADSO to communicate with parents. However, should your student provide us with permission, please know that the permission allows, but does not require, us to disclose confidential information. It is the practice of the ASDO to share information when we believe it is in the student's best interest.

STAFF/FACULTY AS PARTNERS

In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (504) that require qualified individuals be provided equal access to programs, services, and activities, the ADSO supports students and faculty with fulfilling accommodations.

Faculty have a role and responsibility in providing equal access to students with a disability. For a student to receive accommodations, they must first identify themselves to the ADSO, present adequate documentation of their disability, and engage in an interactive process to verify their disability and the accommodation request. The ADSO provides students with a variety of accessibility and support services.

A person with a disability means “any person who has a physical or mental impairment which limits one or more of such person’s major life activities (walking, seeing, hearing, speaking, breathing, learning, and working); has a record of such impairment; or is regarded as having such an impairment.”

The purpose of course accommodations is “to reduce or eliminate any disadvantages that may exist because of the disability. Institutions are not required by law to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, they are mandated to modify requirements on a case-by-case basis to ensure that they do not discriminate on the basis of disability.”

Accommodations are not automatically applicable to all students with a specific condition. Not all students with the same disability diagnosis will need or request the same accommodations. Common accommodations include but are not limited to the following:

- Textbooks in audio and alternate formats (e.g., for reading)
- Audio recording of lectures
- Test-taking facilitation (e.g., extended time in a reduced distraction environment)

Student support services provided by the ADSO include:

- Disability-related advising pertaining to academics (e.g., accommodations selection, organization; etc.)
- Advocacy and liaison with faculty and staff
- Disability management advising related to housing and transportation issues
- Self-advocacy skill building
- Referral to campus services, such as Cal Maritime’s Counseling and Psychological Services (CAPS) and Health Center; Academic Advising and Tutoring services

STAFF/FACULTY AS PARTNERS

ADSO TESTING INFORMATION FOR FACULTY

The ADSO will be available to provide test proctoring for courses during the 2024-2025 school year.

VIRTUAL COURSES & TESTING ACCOMMODATIONS

Virtual course testing accommodations are primarily provided by faculty. Testing time can be extended in Canvas. If faculty have any concerns about providing student testing accommodations, they would contact the Disability Coordinator for support (DVides@csum.edu/(707) 654-1562). **Please Note: Proactive planning is key for student access!** Instructors are encouraged to work with the student and the Disability Coordinator to make a proactive plan for unforeseen testing events (e.g., extended time incorrect or not showing; internet connectivity issues).

“IN-PERSON” COURSES & TESTING ACCOMMODATIONS

For students who cannot be accommodated in class, instructors would provide the ADSO with test proctoring information via Clockwork or direct email, and provide the ADSO with a copy of their exam by 4:30pm the day before the test date (or earlier), when possible. Common testing accommodations include: additional time, an environment with limited distractions, etc.

FACULTY RESOURCES & FAQs

Why might it be fair for a student to take an exam with accommodations?

Testing accommodations are provided to ensure examinations do not measure a student's disability, but rather create an environment allowing students to appropriately demonstrate their mastery of the material. Disabilities that interfere with reading print, fine or gross motor skills, processing speed, managing severe anxiety or sitting for long periods of time, may be appropriately accommodated by a testing accommodation. For most students, the disability affects the pace at which they can complete work relative to other students. Disabilities may include learning disabilities, visual impairments, motor disabilities, head injuries, attentional, or psychological disabilities. Providing a test accommodation ensures that exam grades most fairly represent the student's understanding of the course material without interference from their disability.

Can I just call/email the ADSO to schedule an exam for the student?

The ADSO's goal is to work with faculty and students to provide accommodations. Therefore, the instructors are encouraged to contact the ADSO when they need support. Spontaneous, unstructured and informal requests can result in miscommunication, lack of details, and mishandled exams. Sufficient notice will ensure the security and integrity of every exam.

How do I extend time on virtual exams offered in Canvas?

[Extending Time](#)

STAFF/FACULTY AS PARTNERS

ENCOURAGING STUDENTS TO DISCUSS DISABILITY-RELATED NEEDS

Invite students with disabilities who need accommodations for your courses to contact the ADSO, as well as to make an appointment to meet with you during office hours to discuss ways to make effective academic adjustments.

The impact of disabilities often change and course requirements vary. Even if faculty have taught the student before and know about their needs, conditions and needs may change. Students should be referred to the ADSO if changes to their implemented accommodations are needed.

There are a few specific ways you can support your students:

- **Encourage students to discuss disability-related accommodations with you in the preparation of your course syllabus.**
 - Having your syllabus available at least 6 weeks prior to the start of the semester is helpful when planning for accommodations. Please include the sample statement:

SAMPLE SYLLABUS STATEMENT

If you are a student with a disability that may impact your performance in this course, please make an appointment with the Accessibility & Disability Services Office (ADSO) as soon as possible to discuss your needs. Upon receiving an authorized ADSO accommodation, please schedule an appointment with me to review your accommodations. For any questions, please contact Dr. Vides, Disability Coordinator at DVides@csum.edu.

Please note: you may encounter approved assistive animals in the campus environment (e.g., housing). For more information about interacting with assistive animals or concerns related to assistive animals, please contact Housing. (housing@csum.edu).

- **Create a welcoming, inclusive, and responsive climate by letting students know how to request accommodations from the ADSO by:**
 - Announcing in class meetings
 - posting the syllabus statement on the learning management system (e.g., Canvas)
 - including in the course web materials.
 - Repeat the information two weeks before each test regarding how students can request accommodations.
- **Consider these additional guidelines when referring to individuals with disabilities :**
 - Refer to a disability only when it's relevant and when possible, confirm the diagnosis with a reputable source
 - When possible, ask individuals how they would like to be described.
 - Be sensitive when using words like "disorder," "impairment," abnormality" and "special" to describe the nature of a disability.
 - Proceed with caution and own missteps where they arise.

(Please refer to the National Center on Disability and Journalism - [Disability Language Style Guide](#) for more information)



CAL MARITIME