



CHICAGO STATE UNIVERSITY

Requests for Accommodations-Returning Student

The Abilities Office communicates a student's approved accommodations via letters that are requested and delivered **by the student** to their instructors. The letters include all of the classroom accommodations that are approved for an individual student. The Abilities Office requires students to submit documentation in support of the accommodation requests.

Documentation serves two primary purposes:

- It establishes that the individual is entitled to legal protections under the Americans with Disabilities Amendments Act and/or Section 504 of the Rehabilitation Act
- It helps to determine what, if any, course design/environmental adaptations are necessary for the individual's equitable access to academic endeavors at Chicago State University

Documentation must meet the Chicago State University [documentation criteria](#)

Due to COVID-19, the Abilities Office is handling most interactions virtually with documentation and communications completed via email, phone, and video-conference. If you would like to schedule an appointment to meet with someone in the Abilities Office please call 773-995-2380

Step by Step

1. Use the link on the Abilities webpage to complete the Accommodations Request form
 - Once you have completed the form, be sure to check the acknowledgment box and select "[submit request](#)".

2. The student emails a copy of your student detail schedule to [Abilities Office](#)
3. The student reads, initials and signs the Student Responsibilities Attestation document and emails it to the [Abilities Office](#)
4. The Abilities Office completes file review and sends the student the **Accommodation Agreement** (please allow 2-4 business days for processing). ****The Accommodation Agreement IS NOT the Accommodation Letter and DOES NOT go to the professor.**
5. If the student agrees with the accommodations outlined in the agreement, the student returns signed Accommodation Agreement via email to [Abilities Office](#) (or contacts Abilities Office for corrections)
6. The official Accommodation Letter is emailed to the **Student** within 1-2 business days
7. The **Student** emails Accommodation Letter to professors (following instructions found in email or on [website](#))

Division of Student Affairs

Abilities Office
CRSU 190
T 773.995.2380
F 773.995.3563