I. The University is required to provide reasonable accommodation for individuals with disabilities to participate in university sponsored events. This policy requires all sponsoring divisions/departments of the university to communicate and prepare for requested reasonable accommodations. The University reserves the right to determine reasonable accommodations.
I. The purpose of these procedures is to provide university divisions/departments with direction on how to ensure that reasonable accommodations are provided for any university sponsored non-instructional event.

II. Definitions
A. Title II of the Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities in the programs, services and activities of public entities and requires that those entities make their programs, services and activities accessible to individuals with disabilities. Title II applies to California State University Bakersfield.

B. Reasonable accommodations refer to any modifications that need to be made for a person or within an environment to minimize the discriminatory effect of a person's physical, emotional, or learning disability. Specifically, reasonable accommodations can include but are not limited to the following: sign language interpreters, real time captionist, materials in alternate format and special seating arrangements.

III. Planning and Advertising for Events
A. University divisions/departments are asked to plan for the costs associated with providing reasonable accommodation as part of the event budget.

B. The Office of Services for Disabled Students may be contacted as a resource in verifying costs and to receive information on how best to secure the necessary accommodations; however, the division/department will assume responsibility for coordinating appropriate accommodations as requested.

IV. Determination of Reasonable Accommodations
A. Services for Disabled Students will serve in a consultative capacity to assist in determining reasonable accommodation.

V. Responsibilities of Requestors
A. It is the responsibility of the event attendee with a disability to notify the campus sponsor in a timely manner which is at least seven working days prior the scheduled event. It is important to understand that some accommodations, such as the reproduction of material into alternate format or scheduling qualified sign language interpreters may require more notification than seven working days. However, every effort will be made to provide reasonable accommodations in a
timely manner.

VI. Enforcement
   A. California State University Bakersfield is committed to providing reasonable accommodations as outlined in ADA. Concerns regarding accommodations for faculty and staff should be referred to Human Resources. Concerns regarding accommodations for students should be referred to the Office of Student Services with Disabilities.

HISTORY: August 17, 2010
REVIEWED: Janice Clausen, Director of Student Services with Disabilities
REVISION: