



Section I: Instructions

Documentation needed before request can be processed and deemed complete includes:

- Completed *Student with Disabilities Accommodation Request Form*
 - Students must provide their reasonable recommendation for the accommodation. Please be as specific as possible
 - It must be signed.

- Medical documentation supporting the request being made with a description of diagnosis from licensed practitioner on official letterhead.
 - Documentation can include recommendations of accommodation for student from the physician.
 - Original document in official letterhead signed and dated within the last 3 years.

Note: The Student must reapply for a reasonable accommodation for each semester in which an accommodation may be needed, and provide appropriate medical documentation to support the request.

Please read the ADA section of the student handbook for additional information. The student handbook can be found online at: <http://www.cbshouston.edu/student-life>

If you need any assistance in filling out the information, please contact the Dean of Students office.

Email- DoS@cbshouston.edu
Office Phone: 832-252-0757
Fax: 832-252-0857

For CBS Use Only

Received by

Date Received

Dean of Student's Representative

Date

PROCESSED:

Approved Signature

Denied Signature

Brief description of the course of action taken: