1. Eligibility for this service is determined by the Accessible Education Center (AEC). Students must be registered with the Accessible Education Center and provide documentation from their appropriate treating professional verifying inability to use existing furniture. Documentation must specify both the medical condition and functional limitations that result in the need for furniture. Eligibility for this service is determined on a case-by-case basis.

2. Students using furniture services must be enrolled in the course for which they are requesting furniture.
   - First time furniture requests require a meeting to discuss the student’s request.
   - Subsequent semester requests must be submitted to the AEC Program Support Specialist as soon as the student enrolls in his/her courses.
   - Should changes occur that would necessitate AEC’s review for additional accommodations and/or modifications to existing accommodations, students must contact the AEC to schedule an appointment.

3. The AEC will notify Facilities Development and Operation to move the requested furniture to the appropriate location.

4. Furniture requests are issued on a first-come-basis via existing AEC furniture inventory. In the event AEC is unable to accommodate the student, AEC will work with individual departments to meet the student’s need.

5. The AEC will inform faculty by way of written communication regarding the placement of the specific furniture in the classroom and priority use by the student with the disability during class/lab hours.

6. Students requiring personal aids (e.g., cushions, orthopedic supports, etc.) for use with the furniture are responsible for providing these personal aids. The University is not responsible for items left in the classroom.

7. Accessible furniture provided by the AEC is not prescriptive in nature and should be considered only as a means to improve classroom access.

8. Furniture is provided for San José State University curriculum support exclusively and will not be provided for personal use.

9. The AEC reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.