

**Disabled Students Programs and Services**

Date Adopted: 9/27/2000

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References: Education Code 84850; Title 5, Sections 56000 et seq.; 28 C.F.R., Part 35; 34 C.F.R., Part 104; Title II Americans with Disabilities Act of 1990

- I. Disabled Students Programs and Services (DSPS) provides programs and support services to students with verified disabilities. The program assures that disabled students have equality of access to classes and programs by providing the following:
- Long-range goals and short-term measurable objectives for each student
  - Eligibility verification for services
  - Support Services and Instruction
  - DSPS Student Rights and Responsibilities
  - Academic accommodation plan that is developed by a designated person in consultation with the student
  - Academic adjustments, auxiliary aids and services
  - Provisions for course substitution, waivers and repeatability (reviewed on an individual basis.)
  - Accessible facilities
  - Access to assistive/adaptive equipment/technology
  - Academic counseling
  - DSPS Advisory Committee
- II. Academic accommodations are individually determined by the DSPS certificated faculty members, according to the functional limitations of the disability.
- A. Reasonable accommodations may include, but are not limited to:
1. Test-taking facilitation, including arrangement, proctoring, and modification of test and test administration for students with disabilities.

2. Substitution of alternative courses for the completion of degree requirements.
  3. Individualized testing of students to determine eligibility for services under the California Community College Learning Disability Eligibility Model guidelines.
  4. Individualized academic, vocational, and disability management counseling for students with disabilities.
  5. Interpreter services, including manual and oral interpreting for hearing impaired students.
  6. Mobility assistance (on-campus) including manual or motorized transportation to and from college courses and related educational activities.
  7. Note-taker services to provide assistance to students with disabilities in the classroom.
  8. Tutoring provided through the Tutor Center or instructional labs.
  9. Access to and arrangements for adaptive educational equipment and materials.
  10. Accommodations for participation in co-curricular and/or non-academic/ extracurricular activities directly related to the student's enrollment in state-funded educational courses or programs.
  11. Priority Registration
- B. Academic accommodations that are not considered reasonable and are not provided include, but are not limited to:
1. Personally prescribed adaptive equipment such as glasses, hearing aids, chairs, laptop computers.
  2. Services of a personal nature such as attendants or readers for personal use or study.
  3. Accommodations that would require a fundamental alteration of a class or instructional program.

### III. Procedures for Obtaining Academic Accommodations

The goal of providing reasonable academic accommodations to disabled students is to minimize the effects of the disability in the educational process. The disabled student needs to be given the opportunity both to acquire information and to be evaluated in a way which allows the student to fully demonstrate his/her knowledge of the subject.

Academic accommodations are individually determined by DSPS certificated faculty members in consultation with the student and are based on a review of the functional educational limitations associated with the disability. Appropriate reasonable accommodations will be made in a timely manner.

#### A. DSPS Student Responsibilities

1. To be eligible for services the student must be enrolled in Sierra College classes and must provide the DSPS Office with a written verification of their disability including identification of educational limitation(s) due to the disability.
2. Before each semester and/or as needed during the semester the student will schedule an appointment to meet privately with a DSPS certificated faculty member to request academic accommodation(s). The student may, at any time, also request the accommodation directly from the instructor.
3. The DSPS certificated faculty member will evaluate the requested accommodation on a course-specific basis and will consult as necessary with the student, instructor(s), and DSPS Coordinator to identify the appropriate reasonable academic accommodation for each class. An *Academic Accommodation Certification* form (AAC) will be completed and provided to the student at the time of the appointment for each class. The student should give a copy to the instructor to certify the college's authorization of the accommodation. A copy will be maintained in the student's DSPS file. Where it is determined that the accommodation would fundamentally alter the nature of a class or program the DSPS certificated faculty member will consult further with the instructor to determine whether an alternative accommodation can be identified.
4. If the student disagrees with the accommodation determination, he/she should contact a DSPS certificated faculty member at any time. If the student continues to disagree with the accommodation, he/she will be referred to the DSPS Coordinator or designee. If there is no further contact made by the student it will be assumed that the student no longer disagrees with the accommodation determination.
5. The DSPS Coordinator or designee will confer with the DSPS certificated faculty member, the instructor and other resources as appropriate to review the student's disability and make a determination regarding the appropriate accommodation within 5 (five) instructional days from the date the student contacted the Coordinator.
6. If the student is still not satisfied with the disposition of this accommodation, the DSPS Coordinator will refer the request to the ADA/504 Compliance Officer. The ADA/504 Compliance Officer will confer with all necessary parties and make a final determination within 30 (thirty) instructional days from the date the Certification form was signed by the DSPS certificated faculty member.

## B. Instructor Responsibilities

1. If the instructor agrees with the requested academic accommodation, then the remainder of this policy does not apply.
2. If the instructor does not agree that the requested academic accommodation is appropriate and reasonable for the student with a disability, and believes that the accommodation would fundamentally alter the nature of the class and/or program, or otherwise refuses to allow the accommodation, the instructor shall immediately contact the appropriate DSPS certificated faculty or appropriate Educational Administrator within 2 (two) instructional days following receipt of the Certification form. The recommended accommodation will be provided until the dispute is resolved.
3. If, after review and consultation the instructor continues to disagree, he/she shall contact the DSPS Coordinator or designee and the appropriate Educational Administrator(s) shall be notified. This request must be completed within 5 (five) instructional days following the request for the accommodation.
4. If no resolution can be found, the DSPS certificated faculty member, the DSPS Coordinator, the student or the instructor may refer the matter to the ADA/504 Compliance Officer. The ADA/504 Compliance Officer will confer with all necessary parties and make a final determination that will ensure the student secures an acceptable accommodation within 30 (thirty) instructional days from the date the Certification form was signed.

## IV. Standards of Conduct

- A. Socially unacceptable and disruptive behavior interferes with the educational process and causes a disruption to students, faculty, and staff and violates the campus Standards of Conduct. If the behavior is interfering with the educational process and cannot be ameliorated the student will be referred through the disciplinary process.

See Board Policy 5140.