



## **AP 5140    DISABLED STUDENT PROGRAMS AND SERVICES**

### **References:**

Title 5 Sections 56000 et seq.;  
Americans with Disabilities Act;  
Sections 504 and 508 Rehabilitation Act

The District maintains a plan for the provision of programs and services for students with disabilities which is designed to assure equal access to District courses and programs.

### **Access**

The Chief Business Officer or designee maintains a plan and procedures to assure equal access to facilities and equipment at all campus locations.

The Chief Information Officer or designee maintains a plan and procedures to assure equal access to electronic and information technology, instructional programs, and information at all campus locations.

The Chief Student Services Officer or designee maintains a plan and procedures to assure equal access to instructional programs, student activities, and educational support services at all campus locations.

Students who request accommodations or services on the basis of a disability will be required to submit documentation of the disability and current functional limitations to a counselor or specialist in the Disabled Student Programs and Services (DSPS) Department. The counselor or specialist will review the documentation through an interactive process with the student and will determine and document whether or not the request is reasonable in the particular setting and assure delivery of reasonable accommodations in a timely manner, if applicable. If the disability and current functional limitations are verified, the student will be eligible to participate in the DSPS Program.

### **Due Process**

The District policy statement covering nondiscrimination on the basis of a disability will be disseminated to students through the schedule of classes, catalog, publications, and the District web site.

The Chief Student Services Officer or designee will maintain a Student Rights and Grievance procedure for students enrolled in a District program who wish to file a grievance to resolve allegations of discrimination based on a disability. This procedure will be disseminated to students through the schedule of classes, catalog, publications, and the District web site.



The ADA/504/508 Compliance Coordinator(s) maintains a plan for impartially responding to the student grievance procedure that outlines the District's obligation to provide reasonable accommodations for students with disabilities.

### **Standards**

The DSPS Director maintains a plan and procedures that address standards for delivery of programs and services for students with disabilities.

### **Service Provision**

The DSPS Director maintains a DSPS plan and procedures which include, but are not limited to:

- Mission, philosophy, and purpose
- Long-range goals, short-term measurable objectives
- Action plan, program, evaluation
- Definition of disability, limitation, and eligibility
- Verification of disability
- Availability of support services and instruction
- Suspension of services
- Educational contract
- Requests for academic accommodations
- Requests for auxiliary aides
- Requests for personal service attendants
- Requests for course substitutions and waivers
- Staffing
- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- Student rights and responsibilities
- Academic accommodation plan that is developed by a DSPS Counselor or Specialist in consultation with the student
- Advisory committee

### **Student Rights**

The DSPS Director maintains a plan and procedures for informing students of their rights as a student with a disability.

The DSPS Director maintains a plan and procedures for maintaining disability-related student records.

### **Funding**

The Chief Business Officer maintains a plan and procedures for appropriately funding accommodations, programs and services for students with disabilities.



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*(Replaces current SBCC AP 5320)*

**Legal Reference Update #28:** April 2016