Cerritos Community College District Procedure  No. 5140

Student Services

AP 5140  DISABLED STUDENT PROGRAMS AND SERVICES

References:

Title 5, Sections 56000 et seq. and 56027

Under the general direction of the Vice President of Student Services, the Dean of Disabled Student Programs and Services is responsible for developing and administering regulations and procedures for DSPS. The Dean is further responsible for the implementation of all applicable state and federal requirements specific to the disabled and is designated the 504/ADA Coordinator in concert with the Vice President of Human Resources or designee.

Certificated DSPS specialists will implement procedures to assure an organized and functioning program of services for assigned disability management categories. Classified DSPS paraprofessionals will implement procedures under the general supervision of the DSPS certificated specialist.

Regulations and Procedures

In accordance with state and federal statutes, the Cerritos Community College District supports the development of programs and implementation of special services for students with disabilities to assist them in matriculating at and remaining in college and to profit from their educational experiences.

Student Rights and Responsibilities

Students with disabilities receiving support services or instruction shall not preclude the student from participating in any other course, program or activity offered by the college. All Records maintained by DSPS personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records.

Students receiving support services or instruction from DSPS shall: (1) comply with the student code of conduct adopted by the college and all other applicable regulations to student conduct; (2) be responsible in their use of DSPS services and adhere to written service provision policies and procedures adopted by DSPS; and (3) make measurable progress toward the goals established in the Student Educational Contract. DSPS policies may include provisions for suspension or termination of DSPS services where a student fails to comply with their responsibilities. Such policies shall provide written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSPS.
Delivery of DSPS

DSPS Services will be delivered to but not limited to: (1) physically disabled students including those with mobility, orthopedic, visual, and other health impairments; (2) communicatively disabled students including those with speech and language and hearing impairments; (3) learning disabled students including those who are developmentally delayed and acquired brain injured; (4) psychologically disabled students; and (5) those students not identified in (1) – (4) who are defined as disabled by statute.

Support services and electronic or information accessibility which are designed to mitigate the educational limitations resultant from a disability will be made available to enable students to participate in the regular activities, programs, and classes at Cerritos. Student’s verified disability and educational limitations will be identified by the appropriate DSPS professional staff and described in the Student Educational Contract (SEC). The SEC will be developed in consultation with the student.

Students with disabilities have the right to receive reasonable academic accommodations in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. Students with disabilities are not required to register with DSPS. The college’s assigned 504/508/ADA Coordinator is the contact point for students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to equally participate in the regular educational programs of the college. For reasonable accommodations in the academic environment to be implemented, the student must request such accommodations from a DSPS professional in a timely manner.

Special instruction may be made available to address the educational limitations of students with disabilities who would be unable to benefit from regular college classes even with appropriate support services and accommodations. Staff providing such instruction shall meet appropriate state minimum qualification requirements.

Special Class Repeatability

Special instruction may be made available to address the educational limitations of students with disabilities who would be unable to benefit from regular college classes even with appropriate support services and accommodations. Students may repeat DSPS Special Classes for a limited number of times under the following conditions:

1. When the continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific class.

2. When additional repetitions of a special class are essential to completing a student’s preparation for enrollment into regular or special classes.

3. When the student has a student educational contract (SEC) which involves a goal other than completion of a special class in question and repetition of the course will further the achievement of that goal.

Staff providing such instruction shall meet appropriate state minimum qualification requirements.
**Academic Accommodations for Students with Disabilities**

The District maintains a policy and procedure for responding, in a timely manner, to accommodation requests from students with disabilities involving academic adjustments. This procedure provides for an individualized review of each request. For reasonable accommodations in the academic environment to be implemented, the student must request such accommodation from a DSPS professional in a timely manner. The procedure permits the Section 504 Coordinator to make an interim decision pending a final resolution.

**DSPS Program Plan**

The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to District classes and programs. The Program Plan will define the long-range goals and short-term objectives for the program and activities to accomplish the goals.

**DSPS Staffing**

The Dean of Disabled Student Programs and Services shall be responsible for the day-to-day operation of DSPS and meet the minimum qualifications established in Section 56048. All persons employed in DSPS as counselors or instructors of students with disabilities shall meet the minimum qualifications Section 53414 of Title 5.

**DSPS Advisory Committee**

The DSPS shall establish an advisory committee which shall meet not less than once per year. The advisory committee shall, at a minimum, include students with disabilities and representatives of the disability community and agencies or organizations serving persons with disabilities.

Office of Primary Responsibility:  Vice President, Student Services

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**Date Approved:**  May 21, 2007
**Dates Revised:**  September 24, 2012; December 2, 2013

*(Replaces former Cerritos CCD Policy 4600)*