

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5140 Department of Supportive Programs and Services

Reference Title 5 Sections 56000 et seq.

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 plan, maintained by the DSPS, known at Hartnell College as the Department of Supportive Programs and Services (DSPS), provides for the following:

Procedure for Timely Response to Accommodation Requests – Upon receiving a request for accommodations, students will be scheduled as soon as possible with a DSPS Counselor. Specific services, auxiliary aids and academic adjustments will be determined during an individualized review with the student. Interim accommodations may be provided.

Long-range Goals and Short-term Measurable Objectives for the Program - The long-range goals and short-term measurable objectives for the program are recorded and evaluated annually in the Hartnell College DSPS Program Planning and Assessment for Services, Offices, and Non-Instructional Programs Comprehensive Review, Annual Review, and Action Plan (PPA), which is prepared by the DSPS staff and faculty.

Definitions of Disabilities and Students Eligible for the Program - The DSPS adheres to Title 5, section 56002 guidelines when defining disability and determining eligibility, using the following definitions:

*A **student with a disability** is a person enrolled at a community college who has a verified disability which limits one or more major life activities, as defined in 28 C.F.R. 35.104 resulting in an educational limitation as defined in section 56001. For purposes of reporting to the Chancellor under Section 56030, students with disabilities shall be reported in the categories described in Sections 56032-44.*

***Educational Limitation:** An educational limitation means a disability-related functional limitation in the educational setting. This occurs when the limitation prevents the student from having full access to and equal participation in the educational process including classes, activities, or services offered by the college to students without disabilities, without specific additional academic adjustments, auxiliary aids, services and/or instruction. The student's educational limitations must be identified by certificated staff and described in the Academic Accommodation Plan (AAP) required pursuant to Section 56022. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56001.*

Support Services and Instruction – Examples of services available through DSPS include, but are not limited to:

- Specialized counseling
- Interpreting services for deaf or hard of hearing students
- Note-taking services
- Specialized instruction and tutoring

Technology Accessibility – Assistive and Instructional technology and training are available through the DSPS to eligible students in order to promote equal access to instruction and instructional materials. The Information Technology Department will ensure that purchases and recommendations by college employees for information technology products are Section 508 compliant.

Verification of Disability – The DSPS follows Title 5, section 56006 which outlines that, “the existence of a disability may be verified, using procedures prescribed by the Chancellor, by one of the following means: (1) observation by certificated DSPS staff; (2) assessment by certificated DSPS staff; or (3) review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of DSPS.”

Student Rights and Responsibilities – Student rights and responsibilities are outlined in the DSPS Policies and Procedures document as well as the DSPS student handbook. Students with disabilities shall meet the academic standards established by the College, comply with the College student code of conduct, and adhere to written procedures for provisions of programs and services.

Receiving support services in the DSPS program shall not preclude a student from also participating in any other District course program or activity offered. All disability and accommodation records maintained by DSPS personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other District requirements for handling of student records.

Academic Accommodation Plan – The Academic Accommodation plan is developed by the DSPS counselor in conjunction with the student. The plan outlines the student’s educational limitations and the approved academic adjustments, auxiliary aids, services, or instruction.

Academic Adjustments, Auxiliary Aids and Services – Academic adjustments, auxiliary aids and services are prescribed based on a review of disability related documentation, student interview (interactive process), and course requirements. Adjustments, aids and services may include, but are not limited to the following:

- Preferential seating
- Real-time captioning
- Adaptive furniture

- Real-time captioning
- Distraction-reduced testing environments or extended exam time
- Alternative Media and Adaptive Technology

Provisions for course substitution and waivers – Students facing extenuating circumstances may request course substitutions and waivers independently. Requests for substitutions and waivers are reviewed in collaboration with appropriate college staff including counseling faculty and instructional faculty from the corresponding discipline on a case-by-case basis in accordance with Hartnell College policy.

Staffing –Hartnell College DSPS professional faculty and staff meet the minimum requirements set forth in Title 5 Regulations.

Advisory Committee – Hartnell College DSPS holds an advisory committee meeting at least once annually. Advisory Committee members include representatives from local agencies, educational institutions, campus entities, and students with disabilities.

Approved by Superintendent/President: 5/2/17
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See Board Policy 5140