



**POLICIES AND PROCEDURES**

**Students interested in receiving academic accommodations and services offered by Disabled Students Programs & Services (DSP&S) are required to:**

1. Complete the college matriculation process and be eligible for enrollment and registration
2. Complete an intake interview and, if appropriate, additional testing to establish program eligibility

**The following documentation and activities should be completed/submitted prior to the delivery of services:**

1. DSP&S Application for Services
2. Consent for Release of Information
3. Disability verification by an appropriate licensed professional and/or physician
4. A meeting with a DSP&S counselor to verify disability, determine educational limitations, and authorize academic accommodations

**Students who are eligible for and receive accommodations/services through DSP&S should complete an Academic Accommodation Plan and meet with their counselor each academic year.**

**Service Provision Requirements and Student Rights and Responsibilities**

1. Students should possess the ability to respond appropriately to questions, follow directions, and demonstrate the potential to benefit from DSP&S programs and services.
2. Students are expected to follow the Standards of Student Conduct and Discipline established by State Center Community College District (SCCCD) (see current college catalog).
3. Students are responsible for scheduling appointments for services (i.e., test proctoring, counseling, student educational plans and advising, etc.) and have the right to change DSP&S counselor if applicable (dependent on site).
4. Students receiving DSP&S services (i.e. interpreters, mobility, test proctoring, specialized counseling) should follow guidelines and procedures stated in this document, the college catalog, and the notification of services form, and notify the DSP&S office of their absence prior to the time these services have been scheduled to be delivered. Failure to do so may result in the suspension of these DSP&S services.
5. Students receiving DSP&S services (i.e. interpreters, mobility, test proctoring, specialized counseling) should notify the DSP&S office of their absence prior to the time these services have been scheduled to be delivered. Failure to do so three consecutive times may result in the suspension of these services.
6. Students should demonstrate annual measurable progress as set forth by SCCC policy (see current college catalog). Failure to do so may result in suspension of services.
7. Suspended services may be appealed through a campus appeals process and reinstatement may occur during the current semester.
8. Students are the primary person responsible to notify instructors of all absences. In extreme circumstances when an long-term absence which is disability related occurs and notification by the student is not possible, the DSP&S office will assist the student in notifying instructors.
9. Students should be able to take care of their personal needs and/or provide their own personal attendant and/or personal aids per SCCC policy (see current college catalog).
10. Concerns or complaints regarding DSP&S will be processed according to the terms set forth in the Student Grievance Procedure (see current college catalog).
11. Concerns or complaints regarding authorized accommodations will be processed according to the terms set forth in the Academic Accommodations Committee.
12. Concerns or complaints regarding Sexual Harassment will be processed according to the terms set forth in District Administrative Regulation 5109 (see current college catalog, "Sexual Harassment").
13. Concerns or complaints regarding discrimination of any kind will be processed according to the terms set forth in Federal Law (see current college catalog, "Statement of Nondiscriminatory Policy and Obligations").
14. Concerns or complaints regarding student access to and release of records will be processed according to the terms set forth in the Family Education Rights and Privacy Act (see current college catalog).

The State Center Community College District uses the information requested on this form for determining a student's eligibility to receive authorized DSP&S services provided by DSP&S. Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions of this information may be shared with the Chancellor's Office of the California Community Colleges or other state and federal agencies; however, disclosure to these parties is made in strict accordance with applicable statutes regarding confidentiality, including the Family Educational Rights and Privacy Act (20 U.S.C. 1232(g)). Pursuant to Section 7 of the Federal Privacy Act (Public Law 93-579; U.S.C. 552a, note), providing your social security number is voluntary. The information on this form is being collected pursuant to California Education Code Sections 67310-67312, and 84850; and California Code of Regulations, Title 5, Section 56000 et. Seq.

**I have read and understand the above requirements.**