

Student Services

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

2 **References:**

3 Title 5, Sections 56000 et seq. and 56027

4 Under the general direction of the Vice President of Student Services, the Dean of
5 Disabled Student Programs and Services is responsible for developing and administering
6 regulations and procedures for DSPS. The Dean is further responsible for the
7 implementation of all applicable state and federal requirements specific to students with
8 disabilities.

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

13 **Regulations and Procedures**

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

18 **Student Rights and Responsibilities**

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

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

34 **Delivery of DSPS Services**

35 DSPS Services will be available but not limited to: students with the following disabilities:
36 physical disability, deaf and hard of hearing, blind and low vision, learning disability,
37 acquired brain injury (ABI), Attention Deficit Hyperactivity Disorder (ADHD), Intellectual
38 Disability, Autism Spectrum, mental health disability, and other health conditions and
39 disabilities.

40 Support services and assistive technology which are designed to mitigate the educational
41 limitations resultant from a disability will be made available to enable students to
42 participate in the regular activities, programs, and classes at Cerritos. It should also be
43 noted that Information and Communication Technology, Instructional Materials,
44 Instructional Programs, and accessible facilities represent a broader institutional
45 responsibility because access is an institutional responsibility. Students' verified
46 disabilities and educational limitations will be identified by the appropriate DSPS
47 professional staff and described in the academic accommodation plan. The academic
48 accommodation plan will be developed in consultation with the student via an interactive
49 process.

50 Students with disabilities have the right to receive reasonable academic adjustments,
51 auxiliary aids, and services in order to create an educational environment where they
52 have equal access to instruction without fundamentally altering any course, educational
53 program, or degree. Students with disabilities are not required to register with DSPS.
54 The college's assigned 504/508/ADA Coordinator is the contact point for students with
55 professionally verified disabilities not participating in DSPS who need reasonable
56 accommodations in order to equally participate in the regular educational programs of the
57 college. However, for reasonable accommodations in the academic environment to be
58 implemented, the student must request such accommodations from a DSPS professional
59 or 504/508/ADA Coordinator in a timely manner prior to the activity to be accommodated.

60 Educational assistance classes may be made available to address the educational
61 limitations of students with disabilities who would be unable to benefit from regular college
62 classes even with appropriate academic adjustments, auxiliary aids, and services. Staff
63 providing such instruction shall meet appropriate state minimum qualification
64 requirements.

65 **Academic Adjustments, Auxiliary Aids, and Services for Students with Disabilities**

66 The District maintains a policy and procedure for responding, in a timely manner, to
67 accommodation requests from students with disabilities involving academic adjustments,
68 auxiliary aids, and services. This procedure provides for an individualized review of each
69 request. For reasonable accommodations in the academic environment to be
70 implemented, the student must request such accommodation from a DSPS professional
71 in a timely manner. The procedure permits the 504/508/ADA Coordinator to make an
72 interim decision pending a final resolution.

73 **DSPS Program Plan**

74 The District maintains a plan for the provision of programs and services to students with
75 disabilities designed to assure that they have equality of access to District classes and

76 programs. The Program Plan will define the long-range goals and short-term measurable
77 objectives for the program and activities to accomplish the goals.

78 **DSPS Staffing**

79 The Dean of Disabled Student Programs and Services shall be responsible for the day-
80 to-day operation of DSPS and meet the minimum qualifications established in Section
81 56048. All persons employed in DSPS as counselors or instructors of students with
82 disabilities shall meet the minimum qualifications Section 53414 of Title 5.

83 **DSPS Advisory Committee**

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

88 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Dates Revised: September 24, 2012; December 2, 2013; February 11, 2019

Date Reviewed: February 20, 2019

(Replaces former Cerritos CCD Policy 4600)