

Student Services

1 **AP 5140 STUDENT ACCESSIBILITY 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 Student
5 Accessibility Services (known nationally as Disabled Student Programs and Services) is
6 responsible for developing and administering regulations and procedures for SAS. The
7 Dean is further responsible for the implementation of all applicable state and federal
8 requirements specific to students with disabilities.

9 Certificated SAS specialists will implement procedures to assure an organized and
10 functioning program of services for assigned disability management categories.
11 Classified SAS paraprofessionals will implement procedures under the general guidance
12 of the SAS 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 SAS personnel pertaining to students with disabilities shall be
22 protected from disclosure and shall be subject to all other requirements for handling of
23 student records.

24 Students receiving support services or instruction from SAS 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 SAS services and adhere to written
27 service provision policies and procedures adopted by SAS; and (3) make measurable
28 progress toward the goals established in the academic accommodation plan (AAP). SAS
29 policies may include provisions for suspension or termination of SAS 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 SAS.

34 **Delivery of SAS Services**

35 SAS 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 Certificated
47 SAS professional staff and described in the academic accommodation plan. An Academic
48 Accommodation Plan (AAP) is a formalized record of the interactive process between a
49 student and a certificated SAS professional, outlining the specific academic adjustments,
50 auxiliary aids, and services that will be provided to the student based on their verified
51 disability and educational limitations. The plan is reviewed and updated as necessary,
52 which may take place at the start of each term or when a student's needs change. The
53 academic accommodation plan will be developed in consultation with the student via an
54 interactive process.

55 Students with disabilities have the right to receive reasonable academic adjustments,
56 auxiliary aids, and services in order to create an educational environment where they
57 have equal access to instruction without fundamentally altering any course, educational
58 program, or degree. A fundamental alteration is defined as a change to a course or
59 program that significantly alters its core objectives or required content, such that the
60 educational integrity of the course or program is compromised. Students with disabilities
61 are not required to register with SAS. Accommodation requests will be reviewed
62 collaboratively by the SAS certificated specialist or counselor and the course instructor to
63 assess potential impacts. If a concern arises about a fundamental alteration, the final
64 determination will be made by the Dean of Student Accessibility and Wellness Services,
65 in consultation with a multidisciplinary team, considering the core objectives of the
66 program. The Office of Diversity, Compliance, and Title IX is the contact point for students
67 with professionally verified disabilities not participating in SAS who need reasonable
68 accommodations in order to equally participate in the regular educational programs of the
69 college. However, for reasonable accommodations in the academic environment to be
70 implemented, the student must request such accommodations from a SAS professional
71 or 504/Title II Coordinator in a timely manner prior to the activity to be accommodated.

72 Educational assistance classes may be made available to address the educational
73 limitations of students with disabilities who would be unable to benefit from regular college
74 classes even with appropriate academic adjustments, auxiliary aids, and services. Staff

75 providing such instruction shall meet appropriate state minimum qualification
76 requirements.

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

78 The District maintains a policy and procedure for responding, in a timely manner, to
79 accommodation requests from students with disabilities involving academic adjustments,
80 auxiliary aids, and services. This procedure provides for an individualized review of each
81 request. For reasonable accommodations in the academic environment to be
82 implemented, the student must request such accommodation from a certificated SAS
83 professional in a timely manner, defined as at least two weeks before the start of the
84 semester or as soon as the need for accommodations is known. For requests made
85 during the semester, SAS will make every effort to provide accommodations where
86 feasible, but cannot guarantee full implementation in time for course activities.

87 The procedure permits the Office of Diversity, Compliance, and Title IX Coordinator to
88 make an interim decision pending a final resolution.

89 **SAS Program Plan**

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

94 **SAS Staffing**

95 The Dean of Student Accessibility and Wellness Services shall be responsible for the day-
96 to-day operation of SAS and meet the minimum qualifications established in Section
97 56048. All persons employed in SAS as counselors or instructors of students with
98 disabilities shall meet the minimum qualifications Section 53414 of Title 5.

99 **SAS Advisory Committee**

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

104 Office of Primary Responsibility: Vice President, Student Services

Date Approved: 5/21/07

Dates Revised: 9/24/12; 12/2/13; 2/11/19; 5/5/25