



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3105.1 – ACADEMIC ACCOMMODATIONS AND DISABILITY DISCRIMINATION FOR STUDENTS WITH DISABILITIES

The purpose of academic accommodations is to allow students with disabilities access to the same educational opportunities available to other students. The procedures herein are intended to provide for consistent and timely processing of requests for academic accommodations.

Section 504 of the Rehabilitation Act of 1973 ensures that students with disabilities are allowed “academic adjustments” and “auxiliary aids.” Accommodations may include the modification of the course delivery and/or evaluation process, course substitution or waiver, as well as allowing for the use of electronic devices. The most common accommodations for the classroom are extended time on tests, note-takers, sign language interpreters, and recording of lectures.

Requests for accommodations are determined on a case-by-case basis. DSPS faculty will respond in a timely manner. There may be circumstances when a particular accommodation may require the modification of some aspects of a course program. However, the goal is to ensure that the essential elements of the course are not fundamentally changed. Requests for accommodations that would fundamentally alter the course or program **will not** be granted. Direct and open communication is encouraged early in the academic accommodation process.

1. REQUEST FOR ACADEMIC ACCOMMODATION

- a. Students who request academic accommodations are responsible for contacting the DSPS office. Students who make a request directly to the faculty should be referred to DSPS. DSPS will make every effort to afford students with communication disabilities primary consideration of their requested form of accommodation.
- b. Students are responsible for providing professional documentation of a qualified disability to DSPS.
- c. If the student does not have appropriate verification of a Learning Disability, contact DSPS to refer or initiate an assessment to determine and document a learning disability.
- d. The DSPS office, in consultation with the student, shall recommend appropriate accommodations and act as a liaison with the faculty and students. The recommendations shall be documented by DSPS and a copy provided to the student. The student will provide this documentation to his/her instructors. Faculty must notify DSPS promptly of any disability related complaint.

2. ACADEMIC ACCOMMODATION RESOLUTION

The student, classroom faculty or DSPS faculty may dispute an accommodation. If there is a dispute, the accommodation(s) originally authorized by DSPS will be provided during the problem resolution process and subsequent challenges.

a. Informal Resolution Procedure

- 1) **An instructor who has questions or disagrees** with an accommodation requested by a student with a verified disability shall promptly contact the DSPS faculty who authorized the accommodation(s).
- 2) **A student who disagrees** with the academic accommodation(s) authorized by the DSPS counselor shall promptly discuss his/her concern with the DSPS manager/coordinator.
- 3) **A student who is not provided** an approved DSPS reasonable accommodation by the instructor shall notify the DSPS Office promptly so that an interactive meeting is scheduled for resolution.
- 4) The DSPS manager/coordinator shall convene an informal meeting of appropriate representatives (i.e. student, DSPS counselor, instructor and/or discipline department chair) within five (5) instructional days following the notification of the disputed accommodation(s). Every effort shall be made to resolve the matter informally.
- 5) Student will be notified in writing of next steps if not resolved to the student's satisfaction. DSPS will notify the appropriate administrator when it is unable to resolve a student complaint to provide an accommodation.

b. Formal Resolution Procedure (when not resolved during informal process):

- 1) If there is no agreement with the informal resolution, the student, the instructor or the DSPS faculty may provide a written complaint to the compliance officer responsible for 504 matters within 10 instructional days of notification of the informal resolution. Contact information can be located on the [DSPS](#) website.
- 2) The compliance officer responsible for 504 matters will review the written complaint and carefully research the facts. Written notification of his/her decision will be provided to the student within 10 instructional days of receipt of the complaint. The student will be provided a written notification of the option to file a complaint under Administrative Procedure *AP 3435 Discrimination and Harassment Investigations* if student is not in agreement with DSPS faculty or 504 decision.

3. REQUESTS FOR A COURSE SUBSTITUTION OR WAIVER

- a. Students who request a course substitution or waiver should file a Petition for Modification of Graduation Requirements or a Petition for Math Substitution as an Academic Accommodation with the appropriate college committee/office/department.
- b. Requests for course substitutions or waivers will be adjudicated by the appropriate committee, department or office and will include at least one DSPS faculty when the petition states the request is for an academic accommodation. The 504 officer may be included as determined by the committee chair.

- c. Transfer institutions are not bound by decisions made by the San Diego Community College District regarding course substitutions or waivers. Students are responsible for contacting potential transfer institutions regarding the acceptability of prior coursework.
- d. If the student does not agree with the outcome of the request they may file a complaint under Administrative Procedure *AP 3435 Discrimination and Harassment Investigations*.

4. REPORTING OF DISABILITY DISCRIMINATION

- a. A complaint of Disability Discrimination is described in Administrative Procedure *AP 3435 Discrimination and Harassment Investigations*. The contact person is the Site Compliance Officer (SCO) at each campus or the San Diego Community College District's Equal Opportunity and Diversity Office.
- b. The process can be initiated in several ways. Referral to the Site Compliance Officer can be made through DSPS or directly by the student. Site Compliance Officers can be located at the following link: <http://hr.sdccd.edu/eo/eositecomp.cfm>.

Reference: Applicable law includes the following: American with Disabilities Act (ADA) (PL 11-336); ADA Amendments Act 2008; Rehabilitation Act of 1973, Section 504 [34 C.F.R § 104.3 (j) (1) and (k) (3) and § 104.44 (a) and (b) (1) (ii)]; Family Educational Rights and Privacy Act of 1974: Title 5 of the California Code of Regulations

Approved by
the Chancellor: October 17, 2016

Supersedes: Procedure 3105.1 - 4/25/05, 5/7/09, 10/14/10, 3/2/15, 2/23/16