

## 1.0 Programs and Services for Students with Disabilities

- 1.1 Each of the Los Rios Community College District's Colleges will provide programs and services to assist students with verifiable disabilities in achieving academic success. These programs and services shall include, but not be limited to:
  - 1.1.1 The use of assistive equipment and materials;
  - 1.1.2 The use of support personnel, such as readers, interpreters and note takers;
  - 1.1.3 Testing accommodations such as change in location and extension of test time; and
  - 1.1.4 A comprehensive programs and services guide for students with disabilities.
- 1.2 The programs and services guide(s) for students with disabilities shall provide a comprehensive source of information in the appropriate format for students with disabilities.
  - 1.2.1 Each College shall develop its programs and services guide through consultation with faculty, management, classified staff and eligible students.
  - 1.2.2 The programs and services guide shall provide information concerning district policies and regulations on students' rights and responsibilities, and a comprehensive list of programs and services and contact people at the College who can assist students with disabilities.
  - 1.2.3 The programs and services guide shall be reviewed annually by Disabled Student Programs and Services Coordinators to maintain current information.

## 2.0 Using College Programs and Services

- 2.1 It is the student's responsibility to request academic accommodation.
  - 2.1.1 A student's initial contact with the College will frequently be through an individual instructor and, if mutually agreeable, accommodation can be developed informally between the student and the instructor. If it is an informal accommodation, it is not grievable.
  - 2.1.2 To arrange a formal accommodation, the student shall contact a Disabled Student Programs and Services Specialist (DS).
  - 2.1.3 The request must include a description of the disability and should include the student's requested accommodation.

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- 2.1.4 The District may require the student to provide a professional certification of disability before proceeding further in the evaluation process.
  - 2.1.5 If the request is for a course substitution or reconsideration of full time student status, the request should be initiated with the Disabled Programs and Services Office or the Counseling Office, as appropriate, using the appropriate petition.
  - 2.2 If the student has a history of receiving an accommodation, interim services may be provided until the evaluation is completed, based on the judgment of the DS. After receiving all necessary information from the student, the DS shall review the request to determine the appropriate academic accommodation based on the functional limitations of the disability specific to the course or activity:
    - 2.2.1 The evaluation shall be completed not later than 10 instructional days after the student has provided all pertinent materials to the DS.
    - 2.2.2 The DS shall consider the following general guidelines:
      - 2.2.2.1 The most successful academic accommodations are those which are mutually agreeable to the student and the instructor.
      - 2.2.2.2 Equal access to college programs and services is the ultimate objective, but there may be cases in which reasonable accommodation cannot be achieved.
      - 2.2.2.3 The District is required to provide reasonable accommodation only.
      - 2.2.2.4 Where reasonable accommodation can be provided by multiple methods, primary consideration should be given to the student's preference.
    - 2.2.3 The DS shall provide to the student and instructor a written summary of the evaluation.
    - 2.2.4 The student is responsible to initiate discussion to implement the details of the accommodation with the instructor and to inform the DS if problems occur in the implementation.
  - 2.3 Either the student or the instructor can appeal the accommodation evaluation of the DS.
    - 2.3.1 Student and instructor appeals shall be filed with the appropriate dean no later than five (5) instructional days after issuance of the DS decision.
    - 2.3.2 The DS accommodation evaluation shall remain in effect during the appeal process.

- 2.4 The appeal process shall be as follows:
- 2.4.1 The appeal shall be heard by a College Accommodation Appeal Board consisting of the appropriate dean, the area dean responsible for the area involved in the requested academic accommodation, the ADA/504 Coordinator and two faculty members appointed by the faculty senate president, one of whom should be from the academic area involved in the requested academic accommodation. The appropriate dean shall serve as the chair of the Accommodation Appeal Board. Neither the instructor, student, or disabilities specialist involved in the case will be on the appeals board.
  - 2.4.2 A hearing shall be held before a quorum of the Accommodation Appeal Board.
  - 2.4.3 All relevant evidence shall be admitted.
  - 2.4.4 The hearing shall be tape recorded by the Chair. The Chair shall erase the tape within a reasonable period of time following completion of the appeal process.
  - 2.4.5 The Board shall reach a decision by majority vote.
  - 2.4.6 The Chair shall issue a written decision within ten (10) instructional days of the filing of the appeal with copies to the Vice Presidents, Student Services and Instruction, DS involved and the student and the faculty member involved, as appropriate.
- 2.5 Appeal to Vice President, Student Services
- 2.5.1 Within five (5) instructional days of issuance of the decision of the Accommodation Appeal Board, the student or the instructor may appeal the decision to the Vice President, Student Services.
  - 2.5.2 The Vice Presidents of Student Services and Instruction will not consider any additional testimony.
  - 2.5.3 The Vice President, Student Services shall confer with the Vice President, Instruction and shall review the record and issue an opinion within ten (10) instructional days of the requested appeal. The decision of the Vice President, Student Services shall be final.
  - 2.5.4 A student shall not be permitted to file a student grievance on the same set of facts.
- 2.6 "Veto" of Accommodation Appeal Board Decision
- 2.6.1 If it is determined that an undue burden or other extenuating circumstance exists, a particular academic accommodation will not be provided. The

Vice President, Instruction and Vice President, Student Services shall confer and within five (5) days, the Vice President, Student Services may reverse or uphold the decision of the Accommodation Appeal Board.

### 3.0 College Disabilities Advisory Committee

- 3.1 Each College shall establish a Disabilities Advisory Committee to convene at least annually to provide input related to programs and services provided at the college.
- 3.2 The committee may include one or more students with a disability, community representatives, faculty, staff and administration.

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