

CITY COLLEGE OF SAN FRANCISCO
Disabled Students Programs and Services (DSPS)

DSPS Student Handbook

Due to the COVID-19 Pandemic, City College of San Francisco is conducting student services and classes remotely. Disabled Students Programs and Service (DSPS) is providing counseling, accommodations, and DSPS classes remotely. Some of the services, phone numbers, and locations outlined in this handbook may not be available during this time. Please contact **DSPSacom@ccsf.edu** to reach a DSPS counselor to discuss options.

This handbook is published for informational purposes and every effort is made to ensure its accuracy. However, the provisions of this handbook are not to be regarded as a contract between the student and the college. Approved accommodations are determined on a case-by-case basis. Please consult with a DSPS counselor if you have any questions about services.

DSPS Main Office - Ocean Campus
Rosenberg Library, Room 323
50 Frida Kahlo Way
San Francisco, CA 94112
415-452-5481 (voice)
DSPSacom@ccsf.edu
www.ccsf.edu/dsps

To request a copy of this handbook in alternative format please contact DSPSacom@ccsf.edu or 415-452-5481.

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I. INTRODUCTION

Disabled Students Programs and Services (DSPS) department at City College of San Francisco serves over 3,000 students with disabilities each year. DSPS provides instruction and services to students with all types of disabilities. These services are designed to increase access to college instructional programs and facilities at CCSF.

The purpose of this handbook is to help you learn more about DSPS programs offered at CCSF, the services available to you and how to access those programs and obtain services. The San Francisco Community College District is committed to equal access to facilities.

Under provisions of Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA), CCSF is required to provide accommodations for otherwise qualified students with disabilities. Accommodations are the means by which the college allows the student to compensate for limitations resulting from a disability. Accommodations are not designed to give students an advantage but rather to allow equal opportunity in the classroom and in student activities. Accommodations are determined on a case by case basis, nature of the disability, the functional limitation(s) and the requirements of the class are three factors that are used to determine accommodations.

DSPS Mission Statement

The overall mission of DSPS is to provide exemplary instruction, support services, and access to students with disabilities. DSPS will support students with disabilities in education related activities consistent with the mission and vision of CCSF and in compliance with federal and state laws. With equal access as its hallmark, the faculty and staff of DSPS are committed to the following:

Opportunity: To ensure equal educational opportunities and encourage retention of students with disabilities who have the potential to achieve academic, vocational and life skills goals consistent with the CCSF mission.

Empowerment: To empower students with disabilities to achieve independence and integration leading to maximum participation in the college and community.

Awareness: To provide information and support to CCSF employees and students in carrying out the institution's responsibilities to students with disabilities.

Community: To serve both as resource to the community and a linkage between disabled students and community agencies.

II. ELIGIBILITY REQUIREMENTS

1. Students receiving services through DSPTS must be **enrolled at CCSF** or plan on becoming enrolled for the following semester. Students may enroll in credit classes, continuing education classes, or non-credit programs.
2. To receive DSPTS services students are, to the best of their ability, encouraged to **provide documentation of the disability**, including functional limitations, signed by an appropriate professional.
3. Students requesting services and/or academic accommodations at CCSF are advised to **arrange an appointment with a DSPTS counselor** to complete an application for services. The counselor will verify the disability by one or more of the following means: a) review of documentation provided by or contacting an appropriate agency or certified or licensed professionals outside of DSPTS; b) assessment by appropriate DSPTS professional staff; c) in limited instances (such as amputation) observation by the DSPTS counselor with a review by the DSPTS coordinator.
4. The disability must substantially limit one or more major life activities and impose an “educational limitation”. An educational limitation is a disability related limitation that prevents a student from fully benefiting from classes, activities, or services offered by the college without specific, additional support services or accommodations.
5. Students must **demonstrate the potential to benefit from programs and services**.
6. Students must **demonstrate appropriate adaptive and/or self-help behavior**. DSPTS staff does not provide personal attendant care or administer medication. Students should be able to respond appropriately to questions and follow directions. Students are responsible for monitoring their own progress.
7. Students must **demonstrate annual, measurable academic progress**. Failure to do so may result in termination of services.

Services may be denied if it is determined that a student does not meet one or more of the eligibility criteria. If a student is denied services and they wish to appeal they should request the **DSPTS Dispute Resolution and Grievance Procedures** (forms available online or from one of the DSPTS offices).

- DSPTS Dispute Resolution and Grievance Procedures:
<https://www.ccsf.edu/student-services/support-programs/dspts/resources-forms-grievance-procedure>
- DSPTS Grievance Form:
<https://www.ccsf.edu/sites/default/files/media/document/grievance-form.doc>

III. APPLICATION PROCESS

New Students

If you are new to CCSF and/or DSPTS you should begin by scheduling an appointment with a DSPTS counselor. To schedule an appointment please send an email to DSPTSacom@ccsf.edu (email is recommended) or call 415-452-5481.

Ocean Avenue Campus DSPTS Main Office	Rosenberg Library, Room 323 Tel. 415-452-5481
John Adams Center DSPTS Office	1860 Hayes Street, Room 106 Tel. 415-561-1001
Mission Center DSPTS Office	1125 Valencia Street, Room 161 Tel. 415-920-6038
Chinatown/North Beach Center - DSPTS Office	808 Kearny Street, Room 104G Tel. 415-452-5481

To request your first appointment, please contact DSPTS by email (DSPTSacom@ccsf.edu), by phone, or come in person to one of our offices during open office hours.

First Appointment

You can help facilitate enrollment by bringing these things to your first appointment:

1. Current written verification of disability, medical report, Department of Rehabilitation Plan, **Individual Educational Plan (IEP)**, and/or Learning Disability Assessment. If you do not have documentation of your disability please bring the contact information for your provider.
2. Your student ID number. Your student ID is issued after you apply to City College of San Francisco.
3. A list of any questions you may have.

You can schedule an appointment even if you do not have current verification of disability. DSPTS can contact your provider, with your permission, to obtain the information. You can also schedule an appointment to discuss programs and services even if you have not yet applied to the college.

Returning Students

Students who have been away from CCSF for a semester or more should meet with a DSPTS Counselor. If you have been away five years or more your file is likely to have been destroyed and therefore you probably will need to enroll as a new student by resubmitting documentation of disability.

Continuing Students

You must meet with a DSPS counselor at least once a semester to maintain your eligibility for services. Please note that services need to be requested every semester and are adjusted depending on the courses you are taking. You may be asked to provide updated verification if you have a disability that changes over time, or if you qualify for services on the basis of a temporary disability. If you want to request a service that was not previously authorized you must meet with a DSPS counselor to discuss your request. We may be able to authorize the accommodation on the basis of the current disability verification, or we may need to request additional verification from your provider.

DSPS Educational Assistance Classes

Students enrolled in DSPS community-based non-credit classes may be asked to provide disability verification directly to their instructor.

IV. CONFIDENTIALITY

The Right to Privacy Act ensures that all disability related contact with the DSPS office remains confidential unless students sign a written release. DSPS staff will not discuss anything pertaining to a student's disability with college instructors, staff or family members without the student's expressed written consent.

DSPS is allowed to disclose limited information under an "educational need to know clause" in the student's application for services. Under the "educational need to know clause" DSPS counselors may verify eligibility for specific services, such as testing accommodations.

Other exceptions to confidentiality occur when required by law, such as when a student is determined to be a danger to self or others, or when there is reasonable suspicion of child abuse or the abuse of a dependent adult.

Liaison to Campus and Community

For reasons of confidentiality DSPS staff members may not discuss a student's disability status with either faculty or staff. As a result, students are encouraged to talk with their instructors about their approved accommodations as written on their **Classroom and Test Accommodations Verification** (see back of this booklet for a sample CATAV form). If requested by the student, DSPS staff may intervene on a student's behalf to facilitate provision of services or to help students communicate their needs to others.

DSPS staff may assist students by providing information and referrals related to community resources. Counselors will take care to ensure the student's right to privacy when gathering information about community resources or when making referrals to appropriate agencies.

V. DSPTS STUDENT RIGHTS & RESPONSIBILITIES

Student Rights

1. Registration by students with disabilities in DSPTS is voluntary. Not all students with disabilities require accommodations.
2. Receiving support services from DSPTS does not prevent a student from participating in any other course, program or activity offered by the college.
3. All records maintained by DSPTS pertaining to students with disabilities are generally protected from disclosure and are subject to all other requirements for handling of student records.
4. Depending upon the level of services needed, students may choose to request accommodations without going through the complete DSPTS registration process. Contact DSPTS for details.

Student Grievance Rights

Students have a right to file an appeal when an accommodation they have requested has been denied. Students have a right to file a grievance concerning any allegations of failure to comply with the laws, regulations and procedures regarding accommodations for students with disabilities. Every attempt is made to resolve issues informally to the satisfaction of all parties. Complaints that cannot be resolved informally shall be processed through the existing CCSF **DSPTS Dispute Resolution and Grievance Procedures** (available on-line or from one of the DSPTS offices during open office hours).

- DSPTS Dispute Resolution and Grievance Procedures:
<https://www.ccsf.edu/student-services/support-programs/dsps/resources-forms-grievance-procedure>
- Grievance Form:
<https://www.ccsf.edu/sites/default/files/media/document/grievance-form.doc>

Student Responsibilities

Students assume responsibility for transportation, service animals, medications, and the provision of personal attendant care. Students assume personal responsibility for their education and accommodations. Students are expected to work collaboratively with instructors and DSPTS counselors and staff to ensure timely provision of services. Students receiving services and/or instruction through the DSPTS shall:

1. Provide DSPTS with the necessary information, documentation, and/or forms (medical, educational, etc.) to verify the disability.
2. Meet with a DSPTS Counselor/Specialist to complete an **Academic Accommodation Plan**.

3. The student will utilize DSPS services in a responsible manner and adhere to written service provision procedures adopted by DSPS.
4. Comply with the current **CCSF Code of Student Conduct** adopted by the college and published in the current college catalog (a sample Code of Student Conduct is included in this booklet).
5. Demonstrate measurable progress toward the goals established in the student's Academic Accommodation Plan, and meet academic standards established by the college.

Failure to comply with these standards may result in the termination of DSPS services. If you have any concerns regarding the continuation of services please do not hesitate to consult with a DSPS counselor.

Absence Notification Guidelines for Classes

Communication with instructors is the responsibility of the student. DSPS will not notify instructors of an absence except in limited and extenuating circumstances such as emergency hospitalization.

Absence Notification Guidelines for Services

Students receiving special services (interpreting/real time captioning, testing accommodations) must notify DSPS in the event of any absence when a service is scheduled. Students should notify DSPS in advance of any planned absences. If a student has three or more unexcused absences they will be asked to meet with a DSPS counselor. Excessive absences may be considered an abuse of services. Students scheduled for testing accommodations also should inform DSPS if they will not keep a test accommodation appointment. Instructors are informed when a student does not keep a testing appointment. Tests proctored by DSPS cannot be rescheduled without the approval of the instructor and are subject to all policies and procedures regarding scheduling of testing accommodations.

Personal Emergencies

Some students have medical conditions that may require emergency or first aid response. This may include students who have seizures, students with cardiac disabilities, or students with certain psychiatric disabilities. You may wish to designate an emergency contact person in the event that you require medical attention or transport to your home or medical facility. You may also want to consider providing this information to the Student Health Service and/or Campus Police.

VI. DSPTS RESPONSIBILITIES

DSPTS staff members assist students to obtain academic accommodations necessary to allow equal access to programs and services offered by City College of San Francisco. We establish policies and procedures that adhere to the CCSF and DSPTS mission. It is the responsibility of DSPTS to utilize resources in a responsible manner so that all students can receive equitable services. DSPTS also has the responsibility of establishing requirements for measurable progress and continuation of services. If a student does not adhere to established policies, they will be notified of the possibility of termination of DSPTS services.

Termination of Services

Services for DSPTS eligible students may be discontinued for either of two reasons:

1. Lack of Measurable Progress or
2. Abuse of Services

Measurable Progress

DSPTS services are intended to assist students in achieving their academic and/or vocational goals. Even with accommodations, students may encounter difficulties due to disability, life circumstances, or other reasons that prevent them from achieving these goals. Students are encouraged to use authorized accommodations and support services to choose appropriate classes and a reasonable course load and to meet regularly with DSPTS and/or other college counselors. A lack of measurable progress can result in the termination of services. Lack of progress can be determined in any of the following ways:

1. Failure to pass classes (grades of W, NC, D or F) while utilizing appropriate accommodations
2. Failure to meet CCSF requirements to be a student in good standing
3. Insufficient progress, as determined by instructor in consultation with the student

Abuse of Services

Abuse of services is defined as a failure to comply with the policies and/or procedures established to obtain or utilize authorized accommodations. Policies and/or procedures are in place to protect the rights of all students receiving services through DSPTS by ensuring fair and equitable use of resources. Examples of “abuse of services” include excessive unexcused absences when a service is being provided, verbal abuse of DSPTS staff, repeated failure to keep appointments for testing accommodations, counseling, or other services. Abuse of services may result in the termination of that service.

1. Students will be notified in writing prior to termination of services. The student will be asked to meet with a DSPTS counselor to discuss the area of concern. If the student fails to meet with a counselor, the services will be terminated seven instructional days from the date the letter was sent.
2. A letter will be sent formally notifying the student that services have been terminated.
3. Services are terminated for the current semester only.

4. Services may be terminated for the following semester if the abuse of services occurs during the period of final exams.
5. Terminated services may be reinstated during the current semester only with the authorization of a DSPS counselor and only if there are extenuating circumstances which warrant reinstatement.

Students seeking to appeal the termination of services should seek remedy through the **DSPS Dispute Resolution and Grievance Procedures**.

If a student's appeal is approved the student may be asked to agree to and sign a **Contract for Continuation of Services** to avoid service termination. If a student fails to follow the terms set forth in the contract, service will be terminated for the current semester.

Campus-Wide Emergencies/Disasters

In the event of a fire, earthquake or other disaster requiring campus-wide response, CCSF will implement its emergency evacuation plan. The plan includes periodic drills and evacuation of students and employees with disabilities. It is imperative that all students and employees take responsibility for personal safety and the welfare of the campus community and self-identify if they are in need of assistance in the event of an emergency. Emergency evacuation chairs are located in strategic, marked locations.

Telephones

Telephones in the DSPS office are for staff use only. A videophone is available on the third floor of the Rosenberg Library. Mobile phones or any other "non-assistive" devices are not to be used in the DSPS offices, classes, or labs.

VII. COUNSELING

DSPS counselors offer students with disabilities specialized counseling and guidance to assist with coordinating accommodations, decision making, and educational planning. Counseling is available by appointment, same day appointments, and when time permits on a “drop in” basis. Appointments are strongly advised.

Counselors have regularly scheduled hours at many CCSF locations. You may call the DSPS counseling office to schedule an appointment or inquire about availability of DSPS counseling at the counseling office of the center you are attending.

Appointments are usually scheduled for thirty minutes. Please be on time. If you must cancel, please call as soon as possible so that the time slot can be made available for another student. Please be aware that we may not be able to reschedule your appointment as soon as you would like. Delays can impact the timely authorization of services.

Quick questions can often be taken care of in a short same day appointment or on a “drop in” basis. Due to the short time allowed for these appointments there might not be enough time to address all of your concerns. Your counselor can assist you in scheduling a follow up appointment.

A limited number of evening hours are available. Please refer to the DSPS home page for hours of operation.

Disability Management: DSPS counselors coordinate necessary support services and recommend accommodations in the educational setting. Counselors also serve as a resource for information and referral to community based agencies.

Academic Advising: DSPS does not duplicate services provided by other counseling units. Hence, when possible, students are encouraged to make appointments with New Student Counselors, Continuing Student Counselors, Transfer Center Counselors, or counselors from other programs such as APASS, African American Scholastic Program, EOPS, or Latino Services Network. DSPS counselors are available to consult with other counselors and to review recommendations with the student’s disability in mind. Sometimes a student’s disability impacts the student in such a way that DSPS will provide educational advising or planning as an accommodation for that student or to facilitate enrollment.

Career Counseling: Counseling related to career choice and decision making is available to students through the Career Development and Placement Center. Consultation is available for students and their career counselors regarding the impact the disability as it relates to the student’s vocational goals.

Personal Counseling: DSPS counselors know that difficult personal situations may arise for any student as they pursue their educational goals. The focus of short term personal counseling is to address how the current problem impacts their education and to develop strategies to manage the issue. DSPS counselors do not provide psychotherapy to students. When more in-depth counseling or therapy is indicated, DSPS counselors may refer students to Counseling and Psychological Services in the Student Health Center, or to appropriate community agencies.

Other types of counseling are offered at CCSF. For complete and updated information of all the Counseling Services available to students, please refer to CCSF website (www.ccsf.edu). Then select the Student Services tab and select the Student Counseling section.

VIII. SERVICES AND ACCOMMODATIONS

Requesting Accommodations

It is important to remember that requesting, obtaining and implementing accommodations are a collaborative process.

Students requesting accommodations should:

1. Meet with a counselor to discuss the request for accommodation.
2. After verifying disability and functional limitations the counselor will approve reasonable and appropriate accommodations and complete an **Academic Accommodation Plan**. The Academic Accommodation Plan outlines educational goals and approved accommodations based on current verification and educational limitations. This form stays in the student's DSPS file.
3. Once disability is verified, students will get a **Classroom and Testing Accommodations Verification** (see back of this booklet for a sample CATAV form). This form is used by DSPS students to request an accommodation from their instructors. The CATAV allows you to inform your instructor of approved accommodations without revealing the nature of your disability. It is updated every semester.
4. Students are encouraged to meet with their instructor during office hours to discuss relevant accommodations. Meeting with an instructor during office hours gives you a chance to explain your accommodation without the distractions that occur before and after class. If you cannot meet with your instructor during an office hour, you may wish to contact the instructor by phone or email.

Accommodations are not meant to be retroactive. Missed assignments/ tests that occur prior to receiving the CATAV are not covered under the accommodation process. DSPS recommends that those missed assignments be handled in accordance with the course assignment policy.

All accommodations that student is eligible for in any given semester will be listed on the CATAV form. Requests for accommodations that are not on the CATAV form must be approved by a counselor before being implemented.

IX. EXAMPLES OF STUDENT NEEDS AND POSSIBLE ACCOMMODATIONS IN AN INSTRUCTIONAL SETTING

Limitations Based on Verified Disability	Possible Accommodation
Unable to take tests in traditional manner	<ul style="list-style-type: none"> • Extended Test Time • Reduced Distraction Environment • Use of Computer • Reader or Scribe • Alternate Format
Unable to climb stairs or successfully negotiate barriers	<ul style="list-style-type: none"> • Priority Registration • Scooters • Classroom relocated to accessible location
Unable to produce class notes	<ul style="list-style-type: none"> • Digital Recorder • Note taker
Unable to see or process visual information	<ul style="list-style-type: none"> • Audio Books/Learning Ally • Enlarged Print • Note taker • E-text • Braille
Deaf / hard of hearing; difficulty understanding oral presentations	<ul style="list-style-type: none"> • Preferential Seating • Interpreter/Captioner • Note taker • Adaptive Listening Devices
Unable to use standard classroom furniture or sit for long periods of time	<ul style="list-style-type: none"> • Special Classroom Seating • Extra Breaks • Testing Accommodations
Difficulty with tasks involving manual dexterity (writing, typing)	<ul style="list-style-type: none"> • Note taker • Voice Activated Software • Extended Testing Time • Audio Recorder for lectures • Scribe for written tests

X. TYPES OF ACCOMMODATIONS

CLASSROOM RELOCATION

If you have a mobility or health disability and you find that you cannot access the assigned classroom please contact the DSPS office (415-452-5481) as soon as possible. When necessary, DSPS may assist in relocating the class to a classroom that is more readily accessible to you unless it would fundamentally alter the nature of a program or class, or will substantially modify academic or program standards. Courses with additional sections offered in accessible locations may not be relocated.

LIBRARY ACCESS

Library staff is available to retrieve books and reference materials for students whose disabilities prevent them from going through the stacks. Staff can also assist with the photocopy machines.

SCOOTERS

Scooters are available to assist students in traversing the Ocean Avenue Campus. Students with temporary and permanent orthopedic or medical disabilities that affect their ability to traverse the campus may be eligible for this service. Students may not use scooters if medication or other disabilities impair their ability to safely operate equipment. Medical verification from the doctor is necessary to verify that the student is able to safely operate a scooter. You must schedule an appointment to be trained in safe operation of the scooter.

FURNITURE

Some students cannot use standard classroom furniture due to a verified disability. If you need specialized furniture, such as an accessible workstation, separate table and chair, or back support please make this request at DSPS. Furniture requests take approximately one week to process. DSPS cannot arrange for specialized furniture solely for comfort purposes.

RESERVED SEATING

Reserved seating may be arranged as an accommodation for disability related limitations related to attention, concentration, and sensory limitations. Students who qualify for this accommodation can have seating arranged and reserved.

LOCKERS

A limited number of lockers at the Ocean Campus are available. Students must provide documentation that verifies a limitation in carrying or lifting to qualify for this service. Students must monitor cleanliness of their locker during the duration of use. Students are not allowed to use their own locks on the DSPS lockers. If items are left in the locker, lock will be removed and items will be cleared out after each semester by DSPS staff.

CLEAR PATH OF TRAVEL/ACCESS

It is the responsibility of the college community to maintain clear paths of travel for all students. If you notice a barrier, please bring it to the attention of the DSPS office (415-452-5481).

ACCESSIBLE PARKING

Parking is limited at all CCSF campuses. Students who have a designated parking placard issued by the Department of Motor Vehicles (DMV) are eligible to park in any blue zone. If these spaces are full, parking is permitted in faculty and staff parking stalls. Students with disabled placards are allowed to park for free in student parking lots. Students must display the DMV placard. Students with a valid temporary DMV disabled placards (red) are allowed to park in any legal parking space and do not need a CCSF permit. All parking is available on a first come, first served basis. Parking is not reserved for students with disabilities. It is important to arrange your schedule to allow adequate time for parking.

EQUIPMENT LOAN

Educational access sometimes means that students need equipment to compensate for their disability so they may benefit from instruction. Some of the items available for loan are audio recorders, assistive listening devices, handheld magnifiers, spellcheckers, and back supports. These items must be approved as accommodation on your CATAV letter.

Equipment is loaned to students enrolled in classes and in possession of their own valid Student ID. Availability may be limited depending on the number of students requesting the equipment.

Equipment must be returned as agreed, either after class, daily, or on the first day of Finals Week in each semester. If the equipment is missing or has been damaged the student will forfeit the right for future equipment loan and a hold will be placed on college records until the equipment is returned or replaced.

NOTETAKERS/SCRIBES/AUDIO RECORDING

A DSPS counselor may authorize note taking services for students who have a verified disability which prevents them from taking lecture notes and/or writing.

Note taking services include services for writing, taking course lecture notes and manual manipulation of course materials (in the case of lab activities), and related academic activities (Title 5 Section IIIA b, 6) at the college. In order to comply with the guidelines, DSPS provides in-class course lecture notes and scribing for course exams. Audio recorders are available to students on loan.

ALTERNATE MEDIA

Alternate Media is defined as instructional materials, textbooks, college and/or library materials in formats accessible and usable by individuals with disabilities. The determination of the most suitable format of support should be made by credentialed staff, and where ever possible should be provided in the format preferred by the student. In an effort to comply with the fore mentioned guidelines DSPS will provide the following alternate media services: Braille, audio formats, tactile graphics, print enlargement, and electronic text (e-text). For a detailed

explanation of each type of Alternate Media, please call our Alternate Media Specialist at 415-452-5333.

Alternate media services will be provided to students who have a verified disability whose disability related limitations prevent them from accessing material in traditional print format. Students must be enrolled in the course for which they are receiving alternate media. Students are asked to use priority registration and to contact the DSPS office at 415-452-5481 as soon as possible to avoid unnecessary delays in obtaining course materials.

TESTING ACCOMMODATIONS

Testing accommodations may be approved as a reasonable accommodation if a disability prevents a student from taking tests under standard conditions. DSPS uses Testing Accommodation Request (TAR) form to schedule tests with accommodations (see back of this booklet for a sample TAR form). A separate TAR form must be filled out and signed by both teacher and student for each test and submitted to DSPS testing desk by the required due date. Students are responsible for approaching teachers to fill out the TAR form and delivering it to DSPS office testing desk by the required date. Students are responsible for verifying receipt of request and confirming the testing appointment. DSPS office will honor one late TAR each academic year.

Testing accommodations are approved for students with a wide range of disabilities, including but not limited to learning disabilities, mobility disabilities, psychological disabilities, attention-deficit and hyperactivity disorder (ADHD), and vision loss. Testing accommodations may also be approved for students taking medication for a chronic condition when the side effects of the medication impair concentration or cognitive functioning. The most appropriate method of administering a test depends upon the student's disability and the design of the test.

Examples of possible testing accommodations:

- Extended Test Time
- Computer for Essays
- Reader or Scribe
- Alternate Testing Format
- Enlarged Print
- Reduced Distraction Room

EXTENDED TIME ON ASSIGNMENTS

Extended time on course assignments may be a reasonable accommodation in certain situations because one's disability poses challenges with completing the assignment by deadlines with short notice. Assignments with reasonable notice and those listed in the syllabus would not qualify for extended time as an accommodation. Students may be able to get an extension on the assignment informally and independently from their instructor, but it would not be considered as a DSPS accommodation.

PRIORITY REGISTRATION

Priority registration is provided as an accommodation to qualified students according to school protocol. Relevant issues include need for specific course sections or locations to address scheduling of interpreters, medication regimes, stamina and transportation needs. Priority

registration is not retroactive. New students will receive a registration date consistent with their application for services. Students applying for DSPS services after the registration period for the current semester has ended will be eligible for priority registration the following semester.

If you have questions about your eligibility for priority registration, speak with a DSPS counselor.

SERVICE ANIMALS

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, trained or untrained, are not service animals.

If the definition of a service animal is not met, then the use of the animal (i.e. assist animal) may be allowed as a reasonable accommodation through established DSPS procedures.

The care and supervision of a service animal is the responsibility of the individual with a disability using the animal's services. If a service animal becomes unruly or disruptive (e.g. barking, running around), or if the animal is unclean, to the extent that the animal's behavior may pose a direct threat to the health or safety of others, or may cause a fundamental alteration in District services, programs, or activities, then the District will consider the issue of appropriate care and supervision.

Students using assist animals are required to register the animal with DSPS each semester. DSPS will issue a tag permitting the animal on campus. Animals must be on leash at all times and meet health and safety standards. Pets are not allowed on campus. For complete service animal policy, please contact the Deputy Vice Chancellor's Office:

<https://www.ccsf.edu/about-ccsf/administration/deputy-chancellor-hr-compliance>

ACCESSIBLE COMPUTER LAB (ACL)

The Accessible Computer Lab (ACL) offers accessible workstations, and adaptive computer hardware, and software technologies to assist students in meeting their educational goals.

Accessible Computer Labs are located at the John Adams Center and Ocean Campus. Instruction in the use of adaptive technology and self-paced tutorials is available. Students *with and without* disabilities can enroll in the Accessible Computer Labs.

ADAPTIVE SOFTWARE/ HARDWARE FOR IN CLASS USE

If you are enrolled in a class that requires in class computer use and you need adaptive software or hardware installed in class please contact the DSPS office (415- 452-5481).

ASL INTERPRETERS AND CAPTIONERS

Interpreting or captioning services are provided for students with documented severe to profound hearing and/or speech impairments. Services are provided upon request when it is determined to be a reasonable and appropriate accommodation.

All requests for an interpreter/captioner must be completed with advance notice by filling out Interpreter Request form (see back of this booklet for this form) and submitting it to DSPTS.

Services are provided for:

- Classes and activities that are requirements of the class, such as a field trip.
- Meetings with instructors, counselors, or for other campus services.

EDUCATIONAL ASSISTANCE CLASSES AND DSPTS CLASSES

Under section 504 of the Rehabilitation Act of 1973, students with disabilities must have access to general college services. DSPTS may offer specialized assistance or instruction but the services must be disability related.

CCSF offers specialized classes for students with disabilities to include training and retraining in vocational, academic, computer adaptive technology, creative arts, and life skills areas.

These include:

Accessible Computer Lab (ACL) (noncredit)	Located at Ocean Campus and John Adams Center. Offers adaptive computer technology including voice synthesizers, large print screens and printers, audio input and output, self-paced tutorials in the use of word processing, spelling and grammar checking software, internet access, and word processing.	DSPTS 4035
Study Strategy and Skill Development Courses (credit)	Ocean Campus Batmale Hall Rm 231	DSPTS M (2 units) DSPTS O (1 unit)
High School Level Learning Strategies (noncredit)	John Adams Center	DSPTS 4305
Acquired Brain Injury/Cognitive Retraining (noncredit)	John Adams Center	DSPTS 4028
Vocational Classes in Job Search and Job Support (noncredit)	John Adams and Downtown Centers	DSPTS 4023
Community and Campus-Based Art and Theatre Classes (noncredit)	John Adams and other locations	DSPTS 4014 (Art) DSPTS 4017 (Theatre)
Breath Sound Motion for Well-Being (noncredit)	Ocean Campus	DSPTS 4222

XI. APPENDIX

Next, you will find these documents included in this DSPS Student Handbook:

- CCSF Code of Student Conduct (sample)
- Classroom and Testing Accommodation Verification Form (sample)
- Test Accommodation Request Form (sample)
- Interpreter Request Form

Many of our forms can be downloaded from the DSPS website. Go to www.ccsf.edu/dsps then select DSPS Forms, located under the Resources tab on the right, or use this link: <https://www.ccsf.edu/student-services/support-programs/disabled-students-programs-services/dsps-forms>.

*Note: All CCSF Students must comply
with the current semester's CCSF Code of Student Conduct.
The Code of Student Conduct shown below is only a sample code of student conduct
effective as of the February 2022 revision of this DSPS Student Handbook.*

CCSF Code of Student Conduct (as of February 2022)

The following violations of College Policy subject students to disciplinary action and/or criminal prosecution:

1. Disruptive behavior, willful non-compliance, willful & persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of District personnel or officials acting in the performance of their duties, or violating the rights of other students.
2. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in the performance of their duties, including failure to identify oneself when on District property or at a District-sponsored or supervised event, or upon the request of a District official acting in the performance of his/her duties.
3. Persistent or continued serious misconduct where other means of correction have failed to bring about proper conduct.
4. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting or defacing, or other injury or damage to any real or personal property owned by the District; or injury or damage to property belonging to a member of the District community or to an authorized District visitor while on District property.
5. Assault or battery, abuse, extortion or any threat of force, violence, or death, or any terrorist threats as defined in Education Code section 48900.7(b), directed toward any member of the District community (including but not limited to students and employees), or District visitor engaged in authorized activities, or to any District property, or aiding and abetting, as defined in Penal Code section 31, the infliction or attempted infliction of physical injury to another person.
6. Disorderly, lewd, indecent, obscene, slanderous, libelous or offensive conduct, or expression (including clothing) that interferes with the District's primary educational responsibility or that breaches the peace on District property or at any District sponsored or supervised function, or such conduct or expression that so incites students as to create a clear and present danger of the commission of unlawful acts, or substantial disruption of the orderly operations of the District on any District property or at any District sponsored or supervised function.
7. Instructors in special areas (i.e., gymnasium and laboratories) and in specialized fields or disciplines (e.g., Construction, Nursing, Physical Education) may require students to wear particular clothing for suitability or to meet health and/or safety regulations.
8. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way such as having improper or unapproved access to answers or exams. Plagiarism is defined as the unauthorized use of the written language and thought of another author without proper quoting or citing and representing him/her as one's own.
9. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly receiving stolen property belonging to the District or any other rightful owner, knowingly furnishing false information to the District including misrepresentation of oneself or of an organization as an agent of the District, or forgery, alteration, or misuse of District documents, records or identification.
10. Failure to satisfy District financial obligations, including but not limited to damages to District property and equipment.
11. Participation in gambling, which includes betting, wagering or selling pools, playing card games for money, or using District resources (including but not limited to telephones and computers) to facilitate gambling.
12. Unauthorized entry to or use of District facilities, supplies or equipment (including but not limited to computing, networking and information resources).
13. Defacement and/or destruction (without approval) of District property, equipment, and records are prohibited.
14. Violation of District rules and regulations, including those concerning student organizations, the use of District facilities, or the time, place and manner of public expression or distribution of materials, as defined in Education Code section 66301.
15. Violation of other applicable federal, state and municipal laws and District rules and regulations in connection with attendance at programs or services offered by the District or while on District property or at District-sponsored activities.

16. Violation of parking rules and regulations as well as traffic regulations on District property, including but not limited to speeding, driving in the wrong direction, or other reckless driving behavior.
17. Entry of visitors (including infants and children) in a classroom without the prior consent of the instructor. If a child or infant interferes with the instructor's ability to teach, students whose children or infants require the use of childcare services should register with CCSF's childcare resources.
18. Entry of animals in classrooms or labs except as necessary to provide reasonable accommodations and assistance to disabled students. Students who require the use of a service or comfort animal should register with and provide documentation to Disabled Students Programs and Services (DSPS).
19. Obstruction or physical or verbal disruption of classes, computer laboratories or study facilities (including but not limited to Library and Learning Assistance Center), student activities, administration, disciplinary procedures, governance processes, or other authorized District activities, services, operations or functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
20. Violation of the District's Computer Usage Policy (see appropriate sections of the CCSF College Catalog for a complete version of the Policy).
21. Use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor (as defined in Education Code 78907), except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section, shall be guilty of a misdemeanor.
22. Persistent and willful use of a cell phone or other communication device by a student in a classroom or laboratory (e.g., talking, text-messaging, recording) without the prior consent of the instructor or laboratory monitor.
23. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations): any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sand club, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches; any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain that can be used as a threat to do bodily harm.
24. Unlawful use, sale, distribution or possession of, or the presence on campus while under the influence of any controlled substance as listed in the California Health & Safety Code (except as expressly permitted by law and evidenced by medical authorization), or the use, sale, or distribution of any poison classified by laws defining controlled substances, while on District property or at District functions, or the unlawful use, possession of or offering, arranging or negotiating the sale of any drug paraphernalia.
25. Willful or persistent smoking including vaping and expectorating chewing tobacco in any area where smoking has been prohibited.
26. Violation of the District's Sexual Harassment Policy as defined by Board Policy 1.36.
27. Violation of the District's Sexual and Other Assaults on Campus Policy as defined by Board Policy and Administrative Procedure 2.09.
28. Harassing, provoking, intimidating or threatening anyone who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the individual from being a witness or retaliation for being a witness.
29. Engaging in intimidating conduct or bullying against another student or employee of the District through words or actions, including direct physical contact, verbal assaults such as teasing, name-calling, social isolation, manipulation, and cyberbullying (e.g., baiting and sexting) or engaging in intimidating conduct or bullying through other electronic means (e.g., social media, cellular phones, and email).
30. Causing, threatening or attempting to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
31. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm or harass another person and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall also constitute stalking under these Rules of Student Conduct.
32. Participation in hazing (e.g., verbal abuse, threats or implied threats, beating, paddling, branding, other forms of assault, and forced or coerced behavior of any kind).

Source <https://www.ccsf.edu/about-ccsf/administration/student-affairs/student-conduct-and-discipline>

Forms of Disciplinary Sanctions (from 2021-22 CCSF College Rules & Regulations)

- **Warning:** A written or oral statement to the student that the student has violated the Code of Student Conduct.
- **Reprimand:** A written notice by the Disciplinary Officer that the student has violated Code of Student Conduct issued and placed in the student's college disciplinary record.
- **Restriction:** Limitation of a student's access to specified campus classes, resources, services, events or facilities for a specific period of time.
- **Restitution:** Reimbursement to the District for damage(s) to property or for misappropriation of funds.
- **Failing Grade** on an assignment or test or in a class in proven cases of cheating, plagiarism or other forms of academic dishonesty.
- **Disciplinary Probation:** A period of observation and/or conditional participation in campus and academic affairs, activities or events. This period should not exceed one (1) calendar year. The Disciplinary Officer may require that the student meet specific conditions for being removed from disciplinary probation status. The Disciplinary Officer may reduce the length of probation upon a showing of good cause by the student.
- **Removal from an Academic Program:** Temporary or permanent exclusion from a specified academic program at the College.
- **Removal from a Class, Activity or Site:** Temporary or permanent removal from a specific class (or classes as necessary), activity, lab or location. (Temporary removal from class by the instructor for no more than two class meetings). Removal from an instructional laboratory, facility, center or other supervised student activity by the designated site administrator for no more than two days, sessions, meetings or days.
- **Suspension:** Exclusion of the student from all district classes, activities, programs and locations for a definite period of time (one or more semesters). The Disciplinary Officer may require that the student meet specific conditions to have the suspension status lifted; the Disciplinary Officer may also reduce the length of suspension upon a showing of good cause by the student or the length of the suspension may be extended for good cause.
- **Expulsion:** Permanent, indefinite exclusion of a student from all district classes, activities, services, programs, and locations.

Suspension or recommended expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include but is not limited to conduct identified above as prohibited.

Student Due Process

Due process is a student's right to notice of the violation and a fair and impartial opportunity to be heard.

- **Notification and Communication:** Opportunity to receive proper notification when/if a violation of the Code of Student Conduct occurs; the opportunity to provide explanation and clarification of disciplinary processes, procedures, and decisions.
- **Disciplinary Conference:** Opportunity to be informed of the charges and present individual sides of the story. Opportunity to have an advocate (no lawyers are permitted).
- **Formal Hearing:** Opportunity to appeal disciplinary sanctions (applies only in cases of suspension and recommended expulsion). The grounds for an appeal are limited to new information, errors in statement of facts or violations of a student's due process rights.

Enforcement. The Office of Student Conduct & Discipline has the responsibility to maintain the Code of Student Conduct, to impose disciplinary sanction as appropriate, and to assure the implementation of Student Due Process.

Source <https://www.ccsf.edu/sites/default/files/2021/document/college-rules-and-regulations-2021-22.pdf>

CLASSROOM and TEST ACCOMMODATIONS VERIFICATION

Confidential Information – Keep in Secure Location

TO: All Faculty _____ **DATE:** _____

FROM: _____, DSPTS Counselor **PHONE OR EMAIL:** _____

RE: _____ **CCSF ID#:** _____

The above-named student has a verified disability and is eligible for the accommodations checked below. This determination is in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA 2008 (as amended). The following arrangements are required to reasonably accommodate the student's disability:

- Adaptive Table and/or _____ Adaptive Chair (arranged by DSPTS – informational only)
- Assisted Listening Device
- Closed Circuit Television (CCTV) (arranged by DSPTS – informational only)
- Computer Adaptations _____
- Enlarged Print _____
- Extra test time – _____ for _____
- Reduced Distraction Environment for testing only
- Preferential Seating
- Notetaker for Classroom
- Scooter
- Scribe for Exams
- Sign Language Interpretation for Classroom
- Sign Language Interpreter of Test Instructions Only
- Spelling Checker
- Audio Recorder for Classroom
- Test in Braille (Instructor to provide exam on disk, hard copy, or email **two weeks prior to date.**)
- Test read to student.
- Write directly on test form (not Scantron).
- Other (specify) _____

VOID
IF NOT
EMBOSSSED
with
CCSF - DSPTS

Test accommodations may be worked out between the instructor and the student. It is the responsibility of the student to discuss test arrangements with their instructors a **minimum of 7 business days before** using their accommodations for an exam.

If testing accommodations are not able to be provided by the instructor, please contact the DSPTS office at (415) 452-5481 or dpsacom@ccsf.edu to discuss testing accommodation options.

Please contact me at the above phone number/email if you have any questions.

Thank you.

Counselor's Signature _____

SPRING
SEMESTER

Disabled Students Programs & Services (DSPS) TESTING ACCOMMODATION REQUEST (TAR) FORM

Rosenberg Library R323; (415) 452-5489 or (415) 452-5481; dspstest@ccsf.edu

Test Proctoring Hours: Mondays and Thursdays 8:15 a.m. – 4:00 p.m., Tuesdays and Wednesdays 8:15 a.m. – 5:30 p.m., Fridays 8:15 a.m. – 2:00 p.m.

DEADLINES: CLASSROOM EXAMS/QUIZZES MUST BE SCHEDULED 7 DAYS IN ADVANCE.
ALL FINAL EXAMS MUST BE SCHEDULED BY FRIDAY, APRIL 24, 2020.

TO BE COMPLETED BY STUDENT:

Student Name _____ CCSF ID _____

Contact Phone _____ Email _____

Course _____ Instructor's Name _____ Day(s)/Time(s) class meets _____

My Accommodation Letter Authorizes:

- Extra testing time:
 - 1.5x
 - 2x
- Write directly on test (not scantron)
- Reader/recorded test
- Scribe
- Enlarged print _____
- Computer Software _____
- Other _____

- ◆ I authorize DSPS staff members to discuss issues related to the accommodation(s) requested with my instructor.
- ◆ I have read the test guidelines on the back and acknowledge my understanding of them.

⇒ Student Signature: _____ Date: _____

TO BE COMPLETED BY INSTRUCTOR:

PLEASE NOTE: * DSPS now requires a specific date (not a range of dates) when scheduling exams.
* Exams may only be rescheduled with written permission from the instructor.

Instructor Name: _____ Email/Phone: _____

Classroom Exam Date/Time: _____ Length of Classroom Exam: _____

SCHEDULING OPTIONS:

- Same Date/Time:** - Student **MUST** schedule the exam at the same Day/Time as the classroom exam.
- or
- Same Date:** - Student may take exam any time on the same day as the classroom exam.
- or
- Different Date/Time:** - Student may take exam on a different date & time: _____
(to be worked out between instructor and student) Specify ONLY ONE date/time

Please list any materials allowed for the exam:

(Note: All approved notes and scratch paper will be returned with the exam, **OR** No, I do not want these items returned with exam.)

Delivery of Exam:

Note: If the exam is not received on the day of the exam, the exam may need to be rescheduled.

- Instructor will email attachment to dspstest@ccsf.edu
- Instructor will hand deliver to DSPS office. (Rosenberg Library, R323)
- Student will deliver exam in a sealed envelope. (Security Envelopes can be picked up at DSPS)

Return of Exam:

- Student will return completed exam in a DSPS security envelope to room # _____
- Instructor will pick up the completed exam at the DSPS office. (Rosenberg Library, R323)

Please sign only if you have verified the student's Classroom and Test Accommodation Form (CATAV):

Instructor Signature _____ Date _____

DSPS USE ONLY: Date of Exam _____ Time _____ Room _____ Length of exam _____

Notes _____

Exam Received	Accommodations Verified
Date and Initial	Date and Initial

**DEADLINES: CLASSROOM EXAMS/QUIZZES MUST BE SCHEDULED 7 DAYS IN ADVANCE.
FINAL EXAMS MUST BE SCHEDULED BY FRIDAY, APRIL 24, 2020.**

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

DSPS Test Taking Rules

Before the exam:

- It is the student's responsibility, not the instructor's, to make sure completed TAR forms are submitted by the appropriate deadlines.
- **Advanced scheduling** is required for **all** exams and quizzes.
 - Classroom exams and quizzes: **One Week in Advance (7 days)**
 - Final exams: **Follow deadline date printed on top and the other side of this form.**
- Students with late TAR forms will be required to see a counselor prior to scheduling an exam.
- You are responsible for contacting DSPS and your instructor if you are unable to take your exam on the scheduled day and time for any reason. **It is up to you to ask the instructor whether they will allow a make-up exam. If your instructor approves, a new Testing Accommodation Request Form must be submitted.** You may then reschedule a new testing time with the DSPS office. Please be aware that we must base the scheduling on room availability at the DSPS office.

On the day of the exam:

- Arrive on or before the scheduled test time. If you are late, that time will be counted as part of your test time -- just as it would for a student late for class on a test day.
- **Turn off your cell phone and leave it in your locker.**
- **Cheating is forbidden** and will be noted in your DSPS file. Test and cheating materials will be confiscated and given to your instructor. You will **not be allowed** to complete the test. Your instructor may choose to report the incident to the Office of Student Development as a violation of the Rules of Student Conduct as published in the new college catalog.
- Only test materials authorized in writing by the instructor prior to the test will be allowed (class notes, dictionaries, textbooks for open book exams, etc). For test security, please do not copy or take a picture of the test or any materials.
- Please use only the scratch paper provided/approved by the DSPS testing proctor. If other types of paper are required, you may discuss this with the proctor. All scratch paper **will be collected** with along the exam and returned to the instructor.
- Accommodation tools (e.g. computer software, spell checkers, etc) will be allowed only when specifically approved in writing by your DSPS counselor.
- Please use the **restroom prior** to your arrival at the test taking site. If you must use the restroom during your exam, your instructor will be notified. Time spent going to the restroom, getting water, etc. will be counted as part of your testing time.
- If you have a test longer than 4 hours and you wish to have a break, you must pre-schedule this with the testing desk so that they can divide your test into two parts. Instructors will be notified of the split exam. Pre-scheduled breaks will not be counted as part of your testing time.
- **NO** eating, drinking (other than water in a covered container), smoking, or phone calls will be allowed during the test. Any needs related to medical issues should be discussed with the testing desk.
- The Student Code of Conduct found in the CCSF catalog will be enforced.
- Only DSPS verified service animals are permitted in the testing area.
- No children will be allowed in the testing area.

SPRING SEMESTER

Disabled Students Programs & Services (DSPS) TESTING ACCOMMODATION REQUEST (TAR) FORM

Rosenberg Library R323; (415) 452-5489 or (415) 452-5481; dspstest@ccsf.edu

Test Proctoring Hours: Mondays and Thursdays 8:15 a.m. – 4:00 p.m., Tuesdays and Wednesdays 8:15 a.m. – 5:30 p.m., Fridays 8:15 a.m. – 2:00 p.m.

Sample Deadlines for submission of TAR form

DEADLINES: CLASSROOM EXAMS/QUIZZES MUST BE SCHEDULED 7 DAYS IN ADVANCE. ALL FINAL EXAMS MUST BE SCHEDULED BY FRIDAY, APRIL 24, 2020.

Student fills out

TO BE COMPLETED BY STUDENT:

Student Name _____ CCSF ID _____

Contact Phone _____ Email _____

Course _____ Instructor's Name _____ Day(s)/Time(s) class meets _____

My Accommodation Letter Authorizes:

- Extra testing time:
 - 1.5x
 - 2x
- Write directly on test (not scantron)
- Reader/recorded test
- Scribe
- Enlarged print
- Computer Software
- Other _____

- ◆ I authorize DSPS staff members to discuss issues related to the accommodation(s) requested with my instructor.
- ◆ I have read the test guidelines on the back and acknowledge my understanding of them.

⇒ Student Signature: _____ Date: _____

Student signs

TO BE COMPLETED BY INSTRUCTOR:

PLEASE NOTE: * DSPS now requires a specific date (not a range of dates) when scheduling exams. * Exams may only be rescheduled with written permission from the instructor.

Instructor Name: _____ Email/Phone: _____

Classroom Exam Date/Time: _____ Length of Classroom Exam: _____

SCHEDULING OPTIONS:

- Same Date/Time:** - Student **MUST** schedule the exam at the same Day/Time as the classroom exam.
- or
- Same Date:** - Student may take exam any time on the same day as the classroom exam.
- or
- Different Date/Time:** - Student may take exam on a different date & time: _____
(to be worked out between instructor and student) Specify **ONLY ONE** date/time

Please list any materials allowed for the exam:

(Note: All approved notes and scratch paper will be returned with the exam, **OR** No, I do not want these items returned with exam.)

Delivery of Exam:

Note: If the exam is not received on the day of the exam, the exam may need to be rescheduled.

- Instructor will email attachment to dspstest@ccsf.edu
- Instructor will hand deliver to DSPS office. (Rosenberg Library, R323)
- Student will deliver exam in a sealed envelope. (Security Envelopes can be picked up at DSPS)

Return of Exam:

- Student will return completed exam in a DSPS security envelope to room # _____
- Instructor will pick up the completed exam at the DSPS office. (Rosenberg Library, R323)

Please sign only if you have verified the student's Classroom and Test Accommodation Form (CATAV):

Instructor Signature _____ Date _____

Instructor must complete

Instructor Signature

DSPS USE ONLY: Date of Exam _____ Time _____ Room _____ Length of exam _____

Notes _____

Exam Received	Accommodations Verified
Date and Initial	Date and Initial

City College of San Francisco
Disabled Student Programs & Services
INTERPRETER REQUEST FORM
Semester _____ Year _____

NAME: _____
Last First Middle Initial

ID#: _____ EMAIL: _____

IMPORTANT: Please fill out all the information requested in the space provided. Please email form to deafserv@ccsf.edu.

A DSPS counselor will check the request. If the request is approved, the counselor will inform the Interpreter Coordinator. It is your responsibility to check back with DSPS to make sure the request is approved. Please be informed that due to current condition caused by remote learning DSPS is requesting that interpreting/captioning request be **received at least 3 days in advance**. Requests made with short notice will be considered and we will try to fill the assignments. Please work closely with your instructors and DSPS to schedule alternative meeting times if we are not able to provide interpreters or captioning for the time requested. Contacting interpreters takes time. Please plan ahead! _____ (Initials)

- To schedule an appointment with a counselor, email deafserv@ccsf.edu.
- To receive interpreting services, you must register with DSPS each semester. Medical verification of hearing loss must be on file.
- To cancel interpreter request, email deafserv@ccsf.edu. 48 hours would be appreciated. _____ (Initials)

CLASS/EVENT (appointment, field trip, etc.)	DAYS/DATE	TIME	INSTRUCTOR	CAMPUS/ROOM
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				

Interpreter(s) Requested: _____

Every attempt will be made to honor your request. We cannot promise that the interpreter you request will be available.

Students must complete a separate Interpreter Request Form for each final exam. _____ (Initials)

I give DSPS permission to inform my instructors in advance that an interpreter will be providing services to a Deaf/hard of hearing student during class meetings.

Student Signature: _____ Date: _____

To be completed by DSPS counselor:

Interpreter Request: APPROVED _____ NOT APPROVED _____

Counselor Signature: _____ Date: _____