

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL

Title: DISABILITY SERVICES AND PROGRAMS FOR STUDENTS (DSPS)	Number: AP 5.06
Legal Authority: California Education Code Sections 67310 & 84850 Title 5, CCR, Sections 56000 et seq.	CCLC Number: AP 5140

In line with CCSF mission and vision, the Disability Services and Programs for Students (DSPS) is responsible for providing educational accommodations, DSPS classes and supportive services to students with disabilities to promote equity and increase access to achieve student success as defined by meeting students’ educational, vocational and personal goals.

Programs and services offered within this unit include the following:

- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;
- Long-range goals and short-term objectives for the program;
- Definitions of disabilities and student eligibility;
- Support services and instruction that is provided;
- Technology accessibility;
- Verification of disability, or assessment of learning disability, when appropriate, and determination of educational limitation;
- Student rights and responsibilities;
- Student educational contract or plan that is developed by a DSPS department faculty member in consultation with the student;
- Academic accommodations, academic adjustments, auxiliary aids and services;
- Provisions for course substitution and waivers;
- Staffing; and
- Community Advisory committee comprised of stakeholders from the San Francisco Disability community

Recommended by Participatory Governance Council: February 15, 2024

Approved by Chancellor: March 7, 2024

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The DSPS maintains a Faculty Handbook and Student Handbook with more information regarding the details and guidelines for specific accommodations, processes, and procedures.

Under the provisions of federal and state legislation, Disability Services and Programs for Students (DSPS) provides specialized counseling, services and instruction for those with physical, learning, developmental, mental health, vision, hearing, acquired brain injuries, and communication disabilities. Post-secondary institutions shall take whatever steps necessary not to discriminate or have the effect of discrimination on the basis of handicap against a student with a disability. This prohibits the institution from denying any necessary access such as adaptive equipment, audio recorders, or anything else that limits the student with a disability from full participation.

Examinations and other auxiliary aids will be made available and flexible to fit the requirements of the student with a disability after review of the student's formal request to the DSPS department.

The following accommodations are available to, but not limited to, students with verifiable disabilities, when determined as appropriate, through the DSPS office:

- DSPS credit and noncredit courses
- Personal Counseling
- Academic counseling and education plan development
- Disability management counseling
- DSPS educational assistance classes
- Orientation
- Priority registration
- Self-advocacy counseling
- Exam accommodations
- Assistive technology - evaluation, and training
- Sign Language Interpreting
- Real-time captioning
- Readers and scribes
- Note takers and notetaking tools and support
- Alternate media of instructional materials
- Mobility assistance (scooters)
- Accessible Computer Labs (ACL) for access to assistive technology

In general, the DSPS program acts as an advocate for students with disabilities by representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

Degree/Certificate Requirement Change to Comply with the Americans with Disabilities Act of 1990

The District acknowledges that a disability may preclude a student from demonstrating required competencies or from completing the requisite courses for an Associate degree or certificate in the same manner that non-disabled students are expected to. The District also recognizes its responsibility to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study as well as maintaining the standards of academic rigor relative to degree and certificate programs.

In order to accommodate students with documented disabilities, the District will use the following criteria in evaluating a student's request: Documentation of a disability, evidence of the student's good-faith effort to meet the requirement, evidence that the student is otherwise qualified for success in the degree or certificate, evidence that the objectives of the course in question may be fulfilled in some other way that is consistent with the academic requirements of the program, and evidence that the request would not require a fundamental alteration to an essential component of an academic requirement.

The following criteria will be used in evaluating a student's request:

- Documentation of disability with specific test scores and/or medical documentation and a description of the degree of educationally related functional limitations in the academic area under discussion and
- Evidence of the student's good-faith effort to meet the Degree/Certificate requirement such as (in no specific order):
 1. Consistent and persistent effort in attempting course work as shown by academic transcripts
 2. Regular attendance, completion of all assignments
 3. Use of all appropriate and available services such as tutorial assistance or instructional support classes
 4. Use of all appropriate and available academic adjustments such as test accommodations- extended time on exams, provision of distraction reduced room for test taking, or provision of a reader or scribe.

The student's good faith efforts will be reviewed by the team of DSPS Counselors and Department Chair.

If a student with a documented disability can demonstrate that their disability is of such magnitude that any attempt at completing the course would be futile, the student need

not provide evidence of good faith effort as described above, and evidence that the student is otherwise qualified such as:

- Student’s success in completing course work in all other areas required for the degree or certificate
- Success in courses that demonstrate equivalent skills to the courses under consideration
- Success in employment.

and

Evidence that the objectives of the course in question can be met in some other way (course substitution or other.)

and

Evidence that the request would not require a fundamental alteration to an essential component of an academic requirement. (“Academic requirements that the District can demonstrate are essential to the program of instruction being pursued by the students, or directly related to licensing requirements, will not be regarded as discriminatory.” Volume 34 of the Code of Federal Regulations 104.44(a).)

Documentation to be submitted:

The student shall submit all of the following to the DSPS Department Chair a minimum of two semesters before the proposed degree or certificate completion date:

- A letter written by student addressing the criteria as listed on the form.
- Evidence from a DSPS Counselor/Department Chair, or other recognized professional source verifying the disability as it relates to student’s request.
- An informal academic evaluation by a District counselor of outstanding degree or certificate requirements to be completed.
- A current academic transcript. An informal transcript is available online.
- Documentation from instructor(s) outlining evidence of persistent and consistent effort in attempting the course.

or

- Documentation from a specialist on disabilities that the student’s disability is of such nature or magnitude that any attempt at completing the course would be futile.
- Documentation from instructional support faculty or staff outlining evidence of use of all appropriate and available services and academic adjustments.

Upon receipt of all required items, the DSPS Department Chair will call a meeting of a committee comprised of:

- The DSPS Department Chair, or designee
- DSPS Counselor
- An advocate of the student's choice (non-voting)
- The department chair from the academic area(s) involved

Minutes of the meeting will be taken. The Committee will review all evidence presented by the student and their counselor. The Committee's decision will be determined by a majority vote. In the event of a tie, the request will be referred to the Vice Chancellor of Academic Affairs. If the Committee recommends a course substitution, the Committee will request the department for the course in question to identify appropriate course substitutions. The DSPS Department Chair will then send the student a letter, and copy the Committee, detailing the Committee's decision.

If the Committee approves a course waiver or substitution, the DSPS Department Chair will work with the student when preparing the Petition for Associate Degree and/or Petition for Associate Degree for Transfer and obtaining appropriate signatures.

If the request for change is approved by the Committee and later granted by the department for the course in question, the student must fulfill all other requirements for the associate degree or certificate.

Decisions that affect a transfer-level course may not be recognized by the educational institution where the student intends to transfer.

The Committee will forward its decisions in writing to the student and Vice Chancellor of Student Affairs within three weeks of receiving the original completed petition.

If the student is dissatisfied with the committee's decision, they may appeal to the Vice Chancellor of Academic Affairs. Further appeals may be made to:

Office of Civil Rights Coordination and Review Section Civil Rights Division
U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20035-6118

Also refer to the City College of San Francisco Catalog and class schedule. See Board Policy 5.06.