

South Orange County Community College District

Guidelines for Assisting DSPS Students

In the Classroom

Irvine Valley College DSPS:

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Saddleback College DSPS:

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Overview

The District is responsible for ensuring that all qualified students with disabilities are properly accommodated in the educational environment. Therefore, it is required that all faculty members follow the educational accommodations that have been specifically approved and set forth by DSPS. If you have a question about an approved accommodation you may contact DSPS directly. However, at no time may a faculty member change or in any way alter an accommodation that has been approved by DSPS.

It is the responsibility of individual faculty members to work collaboratively with DSPS when addressing issues related to educational accommodations. This handout is intended as a general guide to understanding the rights and responsibilities of the student, faculty member, college, and the DSPS program when providing educational accommodations for qualified students with disabilities.

Rights and Responsibilities of Students with Disabilities

Students with disabilities have the right:

- To participate voluntarily in DSPS
- To participate in other courses, programs, or activities offered by the college
- To be evaluated based on ability, not disability
- To appeal a decision regarding accommodations through a student grievance process

Students with disabilities have the responsibility:

- To provide professional documentation of disability to the college
- To follow the policies and procedures for obtaining accommodations
- To work cooperatively with DSPS to determine and implement accommodations
- To maintain the academic and conduct standards of the college
 - Comply with the student code of conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
 - Be responsible in their use of DSPS services and adhere to written service provision policies adopted by DSPS; and
 - When enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP) or, when the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students

Faculty Rights and Responsibilities

Faculty has the right:

- To set academic standards
- To evaluate the student based on the standards of the class and to grade accordingly
- To advise the student to contact DSPPS if the student requests an accommodation and the instructor has not received a copy of the DSPPS approved accommodations from the student or to contact DSPPS if the student requests an accommodation that has not been approved

Faculty has the responsibility:

- To work with DSPPS to provide for accommodations in a fair and timely manner
- To adjust instruction without fundamentally altering the program
- To provide handouts in a timely manner for alternate media provision
- To select textbooks in a timely manner so that alternate forms of the textbook can be ordered or produced
- To respect and maintain a student's right to confidentiality about their disability by not announcing or discussing the student's disability in the presence of others
- To contact the DSPPS office if there is a concern about the accommodation
- To ensure that all instructional materials, web pages, and media are accessible to students who use assistive technology
- To ensure that all media are 508 compliant which includes all videos being captioned and all instructional materials accessible

Faculty do not have the right to refuse to provide accommodations, to question whether the disability exists when accommodations have been authorized by DSPPS, or to request to examine the student's medical or DSPPS documentation.

College Rights and Responsibilities

The college has the right:

- To request and review documentation that supports requests for accommodation
- To hold all students accountable to the Student Code of Conduct

The college has the responsibility:

- To inform applicants and students with disabilities about the availability and range of accommodations
- To ensure that all of its programs are accessible
- To procure and/or convert accessible materials for the college
- To establish college policies and procedures for access and a process to resolve disputes in a timely manner
- To communicate policies and procedures to college employees and students
- To support an atmosphere of respect and inclusion
- To adjust, substitute, or waive any requirement that has a disproportionately adverse impact on a student with a disability and is not fundamental to the student's academic program

DSPS Rights and Responsibilities

DSPS has the right:

- To request and receive documentation that supports the need for accommodations
- To deny a request for accommodations if the documentation demonstrates that the request is not warranted or if the individual fails to provide appropriate documentation
- To suspend services if a student persistently violates DSPS policies and procedures regarding academic accommodations

DSPS has the responsibility:

- To assist faculty in providing or arranging accommodations and/or auxiliary aids
- To hold student information confidential except where permitted or required by law
- To communicate to students, faculty, and staff the process to request accommodations
- To verify the student's disabilities and authorize accommodations based on functional limitations due to a disability