

## TABLE OF CONTENTS

<u>INTRODUCTION</u>	<u>2</u>
<u>MISSION</u>	<u>3</u>
<u>DESCRIPTION OF DISABILITY GROUPS SERVED</u>	<u>4</u>
<u>NECESSARY DOCUMENTATION</u>	<u>6</u>
<u>NOTE TAKER SERVICE</u>	<u>7</u>
<u>TEST ACCOMMODATIONS</u>	<u>8</u>
<u>TUTORING</u>	<u>10</u>
<u>ALTERNATE FORMAT OF PRINTED MATERIALS</u>	<u>11</u>
<u>INTERPRETER SERVICES</u>	<u>14</u>
<u>HIGH TECH CENTER (HTC), ADAPTIVE TECHNOLOGY &amp; EDUCATIONAL EQUIPMENT</u>	<u>16</u>
<u>REGISTRATION ASSISTANCE</u>	<u>18</u>
<u>LIASON WITH COLLEGE STAFF</u>	<u>19</u>
<u>LIAISON WITH COMMUNITY AGENCIES</u>	<u>20</u>
<u>PERSONAL COUNSELING</u>	<u>21</u>
<u>SPECIAL CLASSES</u>	<u>22</u>
<u>SUSPENSION OR TERMINATION of SERVICES</u>	<u>23</u>

## INTRODUCTION

The Disabled Student Programs & Services Office is dedicated to meeting the academic needs of students with permanent or temporary disabilities. The goal of DSPS is to assist students to overcome physical and educational barriers to allow access to the college's regular programs and activities.

Any COS student who has a documented disability and demonstrates a need for a service that is directly related to his/her educational limitations qualifies for the program's services. This DSPS handbook can be found on the DSPS homepage at [www.siskiyous.edu/dsps](http://www.siskiyous.edu/dsps). If you have questions, please call the DSPS Office at 530-938-5297. We are located in Eddy Hall 1.

This handbook describes each of the services provided by Disabled Student Programs & Services at College of the Siskiyous. In addition, it lists under each service the responsibilities of the student with regard to the service. After the student receives a handbook and discusses his/her need for services with a DSPS staff person, he/she then signs the Services Agreement. The handbook and the Services Agreement serve as a contract between the student and the DSPS Office.



## **MISSION**

The mission of Disabled Student Programs and Services (DSPS) is to ensure equal access to the educational experience for otherwise qualified students with disabilities. We strive to assist students to achieve their academic goals by augmenting their existing strengths and abilities and developing their independence.

## ***DSPS RESPONSIBILITIES***

DSPS appreciates the diversity and individuality of students' disabilities and promotes educational opportunities for students requesting accommodations and services within the college community; promotes positive images of persons with disabilities; promotes support of accommodations while maintaining high academic standards; and promotes a positive educational experience for faculty, staff and students. We will strive to make the most appropriate and reasonable accommodations based on a student's disability and the educational limits it presents.

## DISABILITY GROUPS SERVED BY Disabled Student Program & Services

**Physical Disability** - Students with a limitation in locomotion or motor functions.

**Deaf & Hard of Hearing** - Students with a total or partial loss of hearing function.

**Blind & Low Vision** - Students with a level of vision that limits the student's ability to access the educational process.

**Learning Disability** - Students with an average to above-average intellectual ability who exhibit one or more deficits in processing.

**Intellectual Disability** - Students exhibiting below average intellectual functioning and potential for measurable achievement.

**Acquired Brain Injury** - A verified deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities.

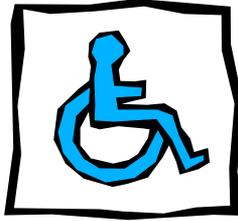
**Attention-Deficit Hyperactivity Disorder** - Students with a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process.

**Autism Spectrum** - A neurodevelopmental disorder that causes limitations in social, academic, occupational, or other important areas of current functioning.

**Mental Health Disability** - A persistent psychological or psychiatric disorder, emotional or mental disorder.

**“Other” Health Conditions & Disabilities** - This category includes all other verifiable disabilities and health-related limitations that adversely affect education performance but do not fall into any of the other categories. Other Challenges include: Conditions having limited strength, vitality, or alertness due to chronic or acute health problems. Some examples are: Epilepsy - Heart conditions - HIV/AIDS - Cancer.

## NECESSARY DOCUMENTATION



Students requesting services through DSPS must provide documentation of their disability. This must be signed by a licensed or certified professional. Documentation should describe the disability and explain any educational limitations.

In most cases, the documentation may not be older than three years and must come from an appropriate professional or agency.

Students who wish to participate in Disabled Student Programs and Services must:

1. Complete an Application for Services form
2. Complete a Consent for Release of Information form

Forms are available online at [www.siskiyous.edu/dsps/](http://www.siskiyous.edu/dsps/).

When documentation of the student's disability has been received, an appointment with the Director of DSPS will be made to discuss individual needs and accommodations. DSPS staff will maintain a current confidential file on each student receiving services.

## **NOTE-TAKING SERVICE**

When a student's disability inhibits him/her from taking notes in class, a note-taking accommodation may be provided. Note-taking services may involve hiring a student in the same class to take notes using NCR Paper provided by our office. An alternative to a peer note taker is a Livescribe "Smart" pen, which has the capability of recording lectures along with your own personal notes.

### **STUDENT RESPONSIBILITIES**

1. The student participates in the eligibility determination for note-taking services by completing the appropriate DSPS paperwork.
2. The student reviews notes in a timely manner and provides feedback to the note taker if necessary. The student is responsible to notify DSPS staff if a note-taking problem occurs.
3. Student will take responsibility for attending class and getting the notes from the note taker. Students will notify DSPS staff if they wish to remain anonymous or if services are no longer needed.
4. Recording the class lecture may be recommended as supplemental to note-taking by the DSPS office. The student is expected to take notes to the best of his/her ability and use the recording to compensate for any inadequacies in the note-taking

process. Students are required to sign a recording agreement prior to using a digital recorder device in an instructor's class.

5. Student must carefully maintain and protect loaned recording equipment. Equipment must be returned as specified in the DSPS Equipment Loan Contract established at the time the equipment is loaned.

6. Student will be responsible to replace damaged or lost equipment that has been checked out to them. A financial hold will be placed on student transcripts until the equipment is returned, replaced or paid for.

## **TEST ACCOMMODATIONS**

Sometimes a student's disability prohibits them from taking their test in a classroom setting. When this occurs, the DSPS office provides test accommodations. The type of accommodation may include any of the following accommodations based on the student's disability and education limitations:

- Additional time
- Distraction-reduced setting
- A reader for the test
- A scribe for the test
- Enlarged print
- Adapted computer equipment

## **STUDENT RESPONSIBILITIES**

If you will be using the Test Taking Service in our office, please make sure that you use this guide to make your testing experiences as successful and stress-free as possible.

- ❖ As soon as you know that you have a test, **MAKE AN APPOINTMENT** with any DSPS staff member. **Three (3)** school days notice is needed. **Five (5)** at Midterms and Finals.
- ❖ A staff member will fill out the top part of the envelope with **your** personal accommodations. All accommodations must be **pre-approved by the DSPS Director each semester**.
- ❖ **Take the test envelope to your Instructor** after you have made the appointment.
- ❖ **If you use extended time**, make sure that your appointment will not run into your next class.
- ❖ **Be on time for your appointment.**
- ❖ **Bring any supplies that are allowed and/or required.**
- ❖ **Show up at your scheduled time, if you need to change your appointment**, arrangements will have to be approved by your instructor and DSPS staff.
- ❖ Tests not taken will be returned to the Instructor.

**Remember: Your success is our goal!**

## TUTORING

Tutoring, a general student support service, is available to all students currently enrolled in and attending courses at College of the Siskiyous.

A few facts about tutoring:

- This supervised service is available at **no cost** to students currently enrolled in and attending courses at COS.
- Students may determine their need for a tutor or their instructor may recommend they seek tutorial services.
- Tutors are hired and based on student need. **Apply early.**
- **Applications** to take advantage of free tutoring need to be completed each semester. In addition to downloading the **applications** from the web, you can also pick up applications in the Academic Success Center Tutoring Office.

### LOCATION AND HOURS

*(Hours are subject to change. Please check hours each semester.)*

- Tutoring Services are located in the Academic Success Center. Standard hours are Monday-Thursday, 9:00 am - 2:00 pm; Thursday & Wednesday, 5:30 pm - 7:30 pm; and Fridays from 9:00 am to 12:00 pm.
- Tutoring sessions are available by appointment during the above hours. Specialized group sessions are available by prior arrangement.

If you would like to become a paid peer tutor for a course you have successfully completed, please contact the Tutoring Services Coordinator, Denise Mannion.

Denise Mannion, Tutoring Services Coordinator  
asctutoring@siskiyous.edu  
(530) 938-5514



## **ALTERNATE FORMAT OF PRINTED MATERIALS**

In order to make instruction accessible to all students, DSPS will provide all required instructional materials in an alternate format to eligible students requesting such accommodations when necessary to compensate for limitations imposed by the student's disability. Alternate formats include large print, electronic text, Braille, tactile graphics and audio. It may be necessary to cut the spine of the textbook being reproduced. The book will be returned to the student in spiral bound form.

The HTC maintains a number of workstations on the Weed campus and on the extended Yreka campus that include screen readers and audio headsets for accessing electronic text.

## **STUDENT RESPONSIBILITIES**

1. Request the service as early as possible (6 weeks is recommended) prior to the semester. An authorization by the Director is required each semester you require the service.
2. Late Requests will be honored. However, the timeline for completion of the work will be adjusted accordingly.
3. Purchase the textbook and bring it to the DSPS Program/Alternate Format Specialist in the High Tech Center, and fill out a Request for Electronic Text form that gives the name of the book, author, edition, publisher, copyright date and ISBN#.

**NOTE: This step must be completed before the publisher can be contacted!** If the book is not readily available for purchase at the time of the request, contact the DSPS Program/Alternate Format Specialist to determine another procedure.

4. Provide a course syllabus and chapter deadlines to the DSPS Program/Alternate Format Specialist.
5. Sign an agreement indicating that you will not share e-text or other alternate format materials with others and to adhere to all pertinent copyright laws.



6. Student agrees that DSPS may cut the spine of the textbook if it is necessary for DSPS to scan the text in-house. The text will be returned to the student in spiral bound format.

7. Students requiring materials scanned into e-text must also make an appointment with HTC staff to demonstrate their ability, or be instructed in the use of the College's Scan-and-Read software. Students are responsible for scanning their own class handouts or other materials consisting of ten (10) pages or less. HTC staff is available to assist in this process.

8. Students are responsible for picking up their materials in a timely manner, notifying DSPS if they are no longer attending the class and do not need the service, or if there is any problem with the material produced.

**Failure to use this service responsibly will be cause for suspension or termination of the service as indicated in the policy on page 30.**



## **INTERPRETER SERVICES**

The most appropriate accommodation for students with a documented hearing loss may be an ASL interpreter. DSPS provides interpreter services for all academic activities. This includes in-class activities and required out-of-class activities such as field trips, workshops, support hours, labs, etc. for classes in which the student is currently enrolled.

### **STUDENT RESPONSIBILITIES**

1. Provide documentation from appropriate professional regarding disability.
2. Meet with DSPS Specialist to map out class schedule and interpreter needs. Notify DSPS as early as possible when additional interpreting is necessary for scheduled field trips, meetings with your instructors, etc. A three day notice is preferred, but we will do our best to fill your request on short notice. The cost of the interpreter will not be covered by DSPS if prior arrangements are not made.

3. Attend all scheduled classes or call to give advance notice if you are going to be absent. If the interpreter appointment/class is missed three times without sufficient notification, your interpreter service may be suspended and will only be reinstated following the procedures in the Suspension or Termination Policy on page 23.

If you know you are unable to attend class, you **MUST** call DSPS at the earliest possible time (24 hours is preferred). We will communicate your absence to the interpreter.

DSPS office number: (530) 938-5297

E-mail: [DSPS@siskiyous.edu](mailto:DSPS@siskiyous.edu)

4. If you are late arriving to class, your interpreter will wait 15 minutes, they will then report your absence to the DSPS office. NOTE: If you have more than one class in a day and miss a class, the interpreter will not automatically attend the later classes. You must notify us and the interpreter if you expect to attend the remaining classes.

5. Report any interpreter problems to the DSPS office so they can be resolved promptly.



## HIGH TECH CENTER, ADAPTIVE TECHNOLOGY & EDUCATIONAL EQUIPMENT

DSPS provides adaptive educational equipment to assist disabled students in compensating for functional limitations imposed by their disabilities. For example, **Zoom Text** is an adaptive program available to assist visually impaired students who need to read printed materials in an enlarged format. Another example is **Dragon Dictate**, a voice-activated word processing program designed for individuals with disabilities that impact keyboarding abilities. Digital recorders may be available for loan to students for note-taking and reader purposes. Hearing Helpers and Closed Captioning may be available for those with hearing loss for classroom lectures.

## **STUDENT RESPONSIBILITIES**

1. The student completes appropriate paperwork for Equipment Loan.
2. The student uses adaptive equipment only after receiving formal instruction in its use.
3. The student adheres to schedules for using equipment as established by DSPS staff. Loaned equipment must be returned at the date and time established at the time of the loan.
4. The student must carefully maintain equipment by following instructions for its use and protecting it from damage.
5. Students will be responsible to replace damaged or lost equipment that has been checked out to them. A financial hold will be placed on student transcripts until the equipment is returned, replaced or paid for.

## **REGISTRATION ASSISTANCE**



Registration assistance enables the disabled student to participate in the registration process with a minimum of difficulty. At COS, assistance is provided to disabled students throughout the registration process.

### **STUDENT RESPONSIBILITIES**

1. The student completes all preliminary steps to the registration process, such as application for enrollment and placement testing.
2. The student arrives on time for the advising appointment with all materials necessary to complete the registration process. The student should be prepared to pay the necessary fees, have completed appropriate fee waiver applications, or have made arrangements with agencies (Department of Rehab) supporting their education prior to the registration date.

## **LIAISON WITH COLLEGE STAFF**

At times, disabled students need DSPS staff to advocate on their behalf with college staff. For example, a student in a wheelchair may find that a class in which he/she is enrolled does not accommodate his/her chair. In this case DSPS staff would contact the instructor and the instruction office to explain the need for a room change for the class. If a student is having difficulties communicating their needs to an instructor, DSPS may advocate on the student's behalf.

### **STUDENT RESPONSIBILITIES**

1. The student notifies the DSPS staff of a need for advocacy.
2. The student complies with the DSPS staff's evaluation of the situation and the method of intervention recommended.
3. If, for example, alternative test-taking situations are recommended, the student will complete appropriate DSPS Forms for Test Taking Accommodations, and coordinate with the appropriate instructors and DSPS Specialist.



## **LIAISON WITH COMMUNITY AGENCIES**

At times, disabled students need DSPS staff to advocate on their behalf with community agencies, such as requesting disability documentation.

DSPS staff works closely with the Department of Rehabilitation (DOR) Counselor to coordinate services to disabled students.

## **STUDENT RESPONSIBILITIES**

1. The student meets with the DSPS staff to evaluate a situation and the need for a referral to a community agency.
2. The student follows through by acting on a referral made by DSPS staff. If a student is unable to make an appointment related to a referral, he/she notifies the agency and DSPS of the inability to make the appointment.



## **PERSONAL COUNSELING**

Sometimes a disabled student experiences a personal crisis that impacts his/her educational performance or goals. In such cases DSPS offers a limited amount of personal counseling to assist the student in examining the impact of the crisis on school performance. The DSPS staff person may be able to assist the student with identifying priorities and exploring options when dealing with the crisis. In addition, the staff person may be able to suggest appropriate agencies or counselors in the community to whom the student might go for additional counseling.

### **STUDENT RESPONSIBILITIES**

1. The student schedules appointments for personal counseling as needed. If the student feels the situation needs immediate attention, he/she indicates this to the DSPS staff and requests the first available appointment.

2. The student complies with the DSPS staff's evaluation of the situation and the need for a referral to a community agency or a private counselor. If the student disagrees with a recommended referral, he/she must substantiate the disagreement and/or seek his/her own assistance as the situation demands.



## **SPECIAL CLASSES**

Special classes are instructional activities that use special instructional methods and/or materials to facilitate the educational success of disabled students enrolled. Such classes are designed for students with specific disabilities, which would otherwise inhibit the student's ability to succeed in a general college class. COS offers special classes in adaptive physical education at on-campus and off-campus locations throughout the County.

## **STUDENT RESPONSIBILITIES**

1. Upon enrollment in a special class, the disabled student agrees to meet the course objectives as outlined in the course syllabus.
2. Failure to make measurable progress on the individual plan may be reason for dismissal from services.  
(see policy on page 29 & 30)

## **SUSPENSION OR TERMINATION OF SERVICES**

According to the Services Agreement you signed, you agree to meet the student responsibilities outlined in the DSPS Handbook. If you fail to meet those responsibilities the service may be terminated by the DSPS staff. (see page 30)

You will be notified in writing that a service will be terminated due to inappropriate use of service. If you believe the service has been terminated unjustly then you may follow the steps stated in the policy to try to reinstate the service.

(see page 36, Continuation Contract)

1. Make an appointment to see the Director of DSPS or LD Specialist. State that the reason for the appointment is to appeal a suspension or termination of service.
2. When you come to the appointment be prepared to explain the valid reasons for your failure to meet established responsibilities.

If possible, bring evidence or documentation to substantiate your reason. For example, you may have had a flat tire that prevented you from making an appointed Stage or carpool connection. You might want to bring a receipt to verify the flat tire repair.

3. Following the discussion with the Director of DSPS your service may not be reinstated. If you still believe you had valid reasons for not meeting your responsibilities, you may make an appointment to appeal this decision with the designated administrator.



There are two ways that eligible students may be denied services through DSPS:

- 1) Lack of measurable progress, and
- 2) Inappropriate use of services.

### **Measurable Progress**

A lack of measurable progress may be defined in any of the following ways and may result in a complete loss of DSPS services:

- 1) Failure to meet *COS's* academic standards established by the College.
- 2) Two consecutive semesters of failure to follow DSPS services policies.
- 3) Failure to make progress toward the goals outlined in The Academic Accommodation Plan (AAP) for two consecutive semesters.

### **Inappropriate Use of Services**

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that students are using.

Eligible students with disabilities who are receiving services through DSPS must adhere to the procedures for student responsibilities outlined for each service in this DSPS handbook in order to ensure uninterrupted provision of services.

Failure to comply with student responsibilities may result in suspension or termination of that service.

1. Only services that have been used inappropriately may be terminated during a given semester.
2. Prior to the termination of a service, the student will be notified in writing that a service is going to be terminated, and the reason for the termination will be explained.
3. In order for the service not to be automatically terminated one week from the notification, the student must make an appointment and meet with the DSPS Director or LD Specialist to discuss the area of concern.

4. At the time of the meeting the student will need to sign a Suspension or Termination Contract that outlines the guidelines for continuing services.
5. If the service is terminated, it will be terminated for the current semester only.
6. Terminated services may be reinstated during the current semester only on the authorization of the DSPS Director or LD Specialist, and only if there are extenuating circumstances which warrant the reinstatement of the service. If the student still feels dissatisfied with the decision of the DSPS Director or LD Specialist they may appeal to the designated administrator.
7. Reinstatement of services for subsequent semesters will be considered on a case-by-case basis. A continuation contract, located on page 36, must be completed for consideration of reinstatement of services.

***Title 5 Section 56010b of the California Code of Regulations*** indicates that "A district may adopt a written policy providing for the suspension or termination of DSPS services where a student fails to comply with subdivisions (a)(2), (a)(3) or (a)(4) of this section. Such policies shall provide for written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSPS."



SECTION II:  
INSTRUCTION  
BOARD POLICY: NO 2.14

BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

SUBJECT: ACADEMIC ACCOMMODATIONS

POLICY BASIS: Section 504 of the Federal Rehabilitation Act  
of 1973 [84.43(a)]

California Education Code, Title V, Section 56027  
Americans with Disabilities Act of 1990

\*\*\*\*\*

POLICY STATEMENT:

It is the policy of the Siskiyou Joint Community College  
District that no qualified student, who may be reasonably  
accommodated on the basis of a disability, be excluded from

participation in, denied the benefits of, or otherwise be subjected to discrimination regarding, any academic, research, occupational training, housing, health insurance, counseling, financial aid, athletics, recreations, other extra-curricular or education program or activity provided by the District. The District will develop procedures to respond to students with verified disabilities who request academic adjustments and accommodations and to respond to conflicts or grievances regarding such requests.

### Policy Elements

#### I. Student's Rights

Each qualified student with a disability has the right to:

A. Reasonable and appropriate accommodations within the classroom, including academic adjustments or access to auxiliary aids to minimize the impact of a disability (Section 504 of the 1973 Rehabilitation Act; AB77, Lanterman; Americans with Disabilities Act, 1990) whether or not they are registered with Disabled Student Programs and Services (DSPS).

B. Receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree.

#### II. Student's Responsibilities

Each qualified student with a disability requesting academic accommodations has the responsibility to:

A. Identify himself/herself as a student with a disability.

- B. Discuss accommodation needs with the instructor and/or instructional support staff (herein known as instructor) in a timely manner, giving ample time for the verification of the disability and arrangement of the appropriate accommodations based on the functional/educational limitations caused by the disability.
- C. Provide appropriate documentation of his or her disability when necessary.

The student may also identify themselves to DSPS and request services through the DSPS office.

**III. Instructor's and/or Instructional Support Staff Responsibilities**

- A. Provide accommodations as determined to be reasonable and appropriate due to the functional limitations of the disability.
- B. Create a learning environment that is non-discriminatory to students with disabilities.

When a student with a disability self-identifies to an instructor and requests a particular academic accommodation, the disability may be visually verifiable, and the instructor may not feel compelled to request documentation or additional evidence that a disability exists. In other instances, however, the disability may not be apparent, and the instructor needs to request that the student provide appropriate medical documentation. A faculty member may provide the student with information regarding services through DSPS if the student is unfamiliar with the program. A faculty member may also consult with the DSPS office to verify a student's stated disability or the type of academic accommodations that would be reasonable and appropriate.

## PROCEDURES:

### ***I. Resolving Disagreements***

A. If a disagreement occurs between an instructor and a student regarding a requested accommodation, a timely procedure will be initiated by the Director of the Disabled Student Programs and Services (DSPS) office, whether or not this is a student receiving services through the DSPS office.

The DSPS Director will render an interim decision within *three instructional days* and initiate a fact-finding review. The interim decision of the Director will be binding on both parties pending final resolution for a maximum of fifteen (15) instructional days, beginning from the day the interim decision is made.

B. In a timely follow-up to the interim decision, the DSPS Director will initiate a fact-finding process. The fact-finding review team will consist of a DSPS Specialist and one faculty member from a closely related academic content area. The process will include:

1. An interview with the instructor and student regarding the dispute and the expectations for classroom performance.
2. Soliciting input from appropriate DSPS personnel.
3. Reviewing or verifying the documentation regarding the student's disability and the educational limitations imposed by the disability.
4. Reviewing the accommodation or auxiliary aid(s) requested, recommended or amended.
5. Gathering such other information that would have a bearing upon the educational limitation(s) in dispute and the appropriateness of any academic accommodation.

C. Based upon the fact-finding process and the recommendations of the fact-finding team, the DSPS Director will communicate the decision, in writing, to all parties involved as quickly as possible,

but in no event longer than fifteen (15) instructional days from the date the interim decision was issued. The fact-finding team's decision will be binding upon both parties and shall continue without interruption throughout the balance of the semester it was rendered.

D. The review procedure shall be to decide if the particular academic accommodation requested by the student or offered by the instructor is reasonable and appropriate given the student's documented disability and the performance requirements of the class.

## ***II Appealing the Decision***

A. The student or the instructor has the right to appeal the decision of the Fact-finding Committee. During the formal appeal process, the Committee's decision will remain in effect. If, upon appeal, the Committee's decision is not upheld, the prevailing party will have the right to redo any work done during the time the decision was in effect, utilizing the new accommodations decision.

### **FIRST APPEAL:**

The student or instructor may make an appeal to the DSPS Academic Accommodation Review Committee within ten (10) days of receiving the decision of the Fact-finding Committee from the DSPS Director.

1. Any request for appeal will be made in writing on a form provided by the DSPS office (accommodations will be provided if needed).
2. The Academic Accommodations Review Committee, which will consist of the designated administrator, the 504/ADA Compliance Officer, a certified member of DSPS/EOPS or general counselor, an Academic Senate Member, the student trustee or a designated ASB officer, and an instructor of the

subject matter (or closely related content area) will be called together. The purpose of the Committee will be to render a decision based upon the information and recommendation of the DSPS Director, the information gathered through the fact-finding process, the statements of the student and the instructor, and the administrative policies and procedures applicable to the academic accommodation process.

3. The panel will be convened within five (5) days of receiving the written appeal and will render a decision in a timely manner, not exceeding fifteen (15) days after the DSPS office receives the appeal in writing.

**FINAL APPEAL:** A request for a final review and administrative relief may be made to the office of the President of the College of the Siskiyous within ten (10) instructional days following the decision of the Academic Accommodations Review Committee.

1. Any request for an appeal will be made in writing on a form provided by the Superintendent/President's office.

2. The Superintendent/President will review all materials, statements, and recommendations. The Superintendent/President shall ensure that District policies and procedures have been followed. The Superintendent/President will render a decision in a timely manner, not exceeding fifteen (15) days from the time the appeal is received by the Superintendent/President's office. The decision of the Superintendent/President shall be final and binding upon all parties.

**BOARD POLICY NO.: 3.9**

**SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject:** Student Rights, Responsibilities and Grievances

**Adoption Date:** 3/02/72

**Revision Date(s):**1/11/94, 6/6/00

**Policy Basis:** California Ed. Code 76120, 76230

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**Policy Statement:**

The Siskiyou Joint Community College District supports academic freedom for students as essential to encourage their search for knowledge, clear thinking, and critical judgment.

Rights become a reality only when all members of a society exercise responsibility in honoring rights of others. Therefore, to preserve his or her rights, each student must assume his or her own share of responsibility.

The extent to which each student's rights may be exercised is limited by the rights of others. When there is a conflict between two parties, a grievance arises. In an intellectual environment, these grievances must be settled in an orderly procedure, which depends upon reason and impartiality.

**Policy Elements:**

I. **Student Rights:**

Each student has the right to:

- A. Have comprehensive information about the College's regulations, procedures, programs, and services easily available.

- B. Propose changes in College regulations and procedures and have such proposals considered with reasonable promptness and receptivity.
- C. Read, hear, and express ideas and points of view within the limits of common decency and law on any matter and in any manner which does not interfere with the College program.
- D. Distribute printed materials or petitions or wear buttons, badges, or other insignia, which are within the limits of common decency and law. The College Administration may specify the time, place, and manner of the use of bulletin boards and the distribution of printed materials or petitions.
- E. Form organizations to promote any lawful purpose or point of view.
- F. Have unbiased and balanced coverage of student ideas and activities in student body publications.
- G. Take reasoned exception to opinions offered in any course.
- H. Have qualified instructors who know their subject well.

### ***STUDENT SERVICES SECTION***

- I. Be evaluated solely on course achievement based on an objective and systematic method clearly stated and uniformly applied.
  - J. Request and receive a full explanation of grades substantiated by accurate records.
  - K. Have instructors available for specified weekly office hours.
  - L. Expect that course content be consistent with the course description present in the College catalog.
- II. Student Responsibilities:  
Each student has the responsibility to:
- A. Respect the rights of faculty, staff, and other students.
  - B. Speak and act in a manner which is consistent with the College mission.

- C. Speak and act in a manner which does not offend common standards of decency.
- D. Exercise care in the use of College equipment and property.
- E. Abide by the policies and procedures of the College.
- F. Abide by local, state and federal laws.
- G. Become informed regarding curriculum requirements.
- H. Become informed regarding course assignments.
- I. Prepare course assignments in the time and manner prescribed by the instructor.
- J. Pursue the basic goal of learning.

### III Grievances

When a student believes that his or her rights have been abridged he or she should try to resolve the issue with the offending party. If resolution cannot be reached at this level, the student may file a grievance. The District will establish procedures for grievances.

**SUSPENSION OR TERMINATION OF SERVICES  
PROVIDED BY DSPS  
CONTINUATION CONTRACT**

Name \_\_\_\_\_

Date \_\_\_\_\_

Service  
suspended \_\_\_\_\_

Reason for  
suspension \_\_\_\_\_

Extenuating circumstances which warrant  
continuation/reinstatement of services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditions of continuation/reinstatement of services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reinstatement/Continuation of service:

\_\_\_\_\_ approved \_\_\_\_\_ denied

\_\_\_\_\_  
DSPS Director or LD Specialist

\_\_\_\_\_  
Date