



## AP 5140 Disabled Student Services and Programs

### References:

Title 5, Sections 56000 et seq.

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

Students will receive a 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 within **three to ten (3-10)** days.

### Long Term Goals for the Office for Students with Disabilities (OSD) Program

The **goals of the** OSD Program will provide disabled students equal access to education by providing quality support services that directly relate to a students' limitations as a result of their disability; assist students with their understanding and acceptance of their limitations as a result of their disability; foster independence by helping students to articulate their needs to AVC instructors and staff; and contribute to the educational success of all students with disabilities on the AVC campus.

### Short-term Measurable Objectives for the OSD Program

Students will gain an increased awareness and understanding of their disability, or disabilities and their functional limitations that result from their disability.

Students with disabilities will learn the specific support services/reasonable accommodations that have been recommended by OSD staff and that they are entitled to receive as a result of their disability. **Increase Students with disabilities will have increased awareness and understanding ~~by students with disabilities~~** regarding their recommended reasonable accommodations/ supportive services that they are entitled to receive.

### Office for Students with Disabilities (OSD), Program Eligibility:

A student with a disability is a person enrolled at a community college who has a verified impairment that limits one or more major life activities, which imposes an educational limitation. An educational limitation prevents the student from fully benefiting from classes, activities or services offered to non-disabled students, without specific additional support services or instruction. Services and accommodations provided by OSD must be directly related to the student's educational limitation.

### **Academic Accomodation Plan (AAP)**

### **Support Services, Technology Accessibility and Instruction**



OSD staff will work with students on an individual basis to determine what reasonable accommodations, or support services are required as a result of a student's disability. Verification from an appropriate professional may be required before any support services/reasonable accommodations can be recommended. Furthermore, all support services/reasonable accommodations must address the student's educational functional limitations as a result of their disability.

**Educational Assistive Class KINF 100:** This physical education course is designed for students who have physical limitations and who wish to participate in an individualized physical exercise program that will meet their individual needs. KINF 100 students will have the use of adaptive weight machines, aerobic bicycles, tread mills, and a heated pool with a lift.

**Alternative Media:** Conventional print converted into Braille, large print audio materials, and flash drives.

**Alternative Seating:** Accessible tables and chairs available in all classrooms.

**Assistive Listening Device:** Amplification device worn by hard of hearing persons so they can hear the instructor and classroom discussions.

**Close Captioning:** Captioning of videos, DVDs, and visual media.

**Equipment Checkout:** Equipment for checkout include calculators, spell checkers, audio recorders, and audio formatted textbooks.

**High Tech Center:** Training for students on adaptive computerized hardware and software. Assistive technology available includes closed circuit TVs (CCTV), PC based screen readers and print reading programs (i.e., Jaws, Kurzweil 1000 and 3000).

**Sign Language (ASL) Interpreter Service:** ASL interpreters utilized in classroom and AVC campus functions, upon reasonable request.

**Peer note takers:** Copy of a peer's classroom notes, on a voluntary basis.

**Priority Registration:** First group of students allowed to register.

**Reader/Scribe:** Student Aide who reads, or writes for a disabled person in a classroom, or during an exam.

**Learning Ally:** Audio textbooks or downloads.

**Registration Assistance:** Help for students during the registration process.



**Real Time Captioning:** Use of a transcriptionist to transcribe the classroom lecture, either in- person or remotely, for students who are deaf or hard of hearing.

**Test Accommodations:** Use of readers, scribes, and or extended time for exams.

Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.

Receiving support services or instruction authorized under this subchapter shall not preclude a student from also participating in any other course, program or activity offered by the college.

- No qualified individual with a disability may be discriminated against by a department, agency, special purpose district, or other instrumentality of a state or local government (Title 2 of the Americans with Disabilities Act).
- No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any postsecondary education program or activities (Section 504 **Regulations, Section, 104.43[a]**).
- An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or students. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution or specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted (Section 504 **Regulations, Section, 104.44[a]**).
- The modifications postsecondary institutions are required to make may be referred to as “academic adjustment” or “reasonable accommodation.” Examples of academic accommodation include modification to degree requirements (e.g., time to complete the degree, course substitution/waiver, adaptation in the manner in which a course is conducted), modifications to course examinations (e.g., additional time, alternative testing measures), and the use of auxiliary aides (e.g., readers, calculators).

All records maintained by OSD personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Subchapter 2 of chapter 5 of this Division.

**OSD Accommodation Process:**

A Disability Services Specialist or director in the Office for Students with Disabilities



program will work collegially with all students that have disabilities, the faculty, and staff to arrive at an appropriate accommodation that will meet the student's individual and specific needs.

The accommodation process shall be as follows:

1. The student will complete an Intake Application, which includes their disability verification documents. An appointment will be scheduled with a Disability Services Specialist to discuss and determine the accommodation(s).
2. The Academic Accommodation Plan (AAP) will be completed, which includes the student's Educational Limitations, ~~and the Academic Adjustments,~~ and Auxiliary Aids.
3. Services and/or Instruction Approved for this student, along with a signature portion.
4. The OSD Accommodation form will include the student's course adjustments and auxiliary aids, without the student's educational limitations. This is the form students will use to provide to their instructors to receive accommodations. The OSD Accommodation form is also the written contract for the student stating their specific accommodations.

When a mutually accepted accommodation cannot be reached between an OSD staff member and a student, the student will be sent an Accommodation Denial form explaining the denial, which will include contact information to appeal to the Vice President of Student Services, who will make the final determination.

For community members ~~other than students, reasonable accommodation requests for~~ AVC ~~actives activities~~, services, and programs can be accessed electronically at the AVC.EDU Human Resources webpage, under forms. Reasonable accommodation requests can also be accessed electronically at the AVC OSD webpage (AVC.EDU). This request form is to be utilized when a person with a disability feels that an accommodation will be necessary for them to participate in any of AVC's activities, services, and programs.

~~The ADA/504 Officer will ensure the hearings will be closed and, In a closed hearing witnesses will be presented only when testifying unless,~~

**Advisory Committee:**

~~Each district receiving funds pursuant to this subchapter~~ AVC shall establish, ~~at each college in the district,~~ an advisory committee, which shall meet not less than once per year.



The OSD Advisory Committee shall meet at least once a year, at a minimum, and include students with disabilities and representatives of the disability community and agencies or organizations serving persons with disabilities.

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