



Know Your Rights and Responsibilities



Students with disabilities have the right to expect:

- Full and equal participation in the services and activities of Columbia College and Disabled Student Programs and Services office (DSPS).
- Reasonable accommodations, academic adjustments and/or auxiliary aids and services in response to documented disabilities.
- Confidential information about their disability will not be shared without their prior consent unless permitted by law and then only on a "need-to-know" basis.
- Limited access to anecdotal information maintained by DSPS.
- Information about DSPS policies, procedures, accommodations, and services will be readily available in alternate formats upon timely request.

Students with disabilities have the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs and activities.
- Read the current Columbia College catalog section entitled *Student Code of Conduct*. All Columbia College students, including students with disabilities, will be held to the same standards of personal conduct, decorum, and behavior.
- Self-identify and self-advocate for accommodations, services, and auxiliary aids in a timely manner.
- Provide DSPS acceptable documentation of disability prior to the authorization for any accommodation, service, or academic adjustment.
- Demonstrate and/or provide documentation how their disability limits their participation in courses, programs, services, jobs and activities.
- Follow established policies and procedures for obtaining accommodations, services, auxiliary aids or when requesting the removal of an architectural barrier.

Columbia College has the right to:

- Establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, and activities.
- Determine the appropriate standards in developing, constructing, remodeling, and maintaining physical facilities.
- Confirm disability status on a student (for accommodation purposes) after requesting, receiving, and reviewing current and appropriate documentation. The documentation must support any request for accommodations, academic adjustments, auxiliary aids, and services.
- Discuss and develop accommodation strategies for students with disabilities.
- Deny a request for an accommodation, academic adjustment, auxiliary aid, or service, if the student's documentation of disability does not corroborate the need or support the student's request.
- Select among equally effective accommodations, academic adjustments, auxiliary aids, and services.
- Deny any accommodation, academic adjustment, auxiliary aid, service, or facility-related request that imposes an undue financial or administrative burden on the institution.

The College has the responsibility to:

- Develop a **Student Educational Contract (SEC)** for each student that chooses to register with DSPS. The college delegates to DSPS the responsibility for developing SEC's. The SEC will authorize certain accommodations, academic adjustments, auxiliary aids, and service that may mitigate the impact of a student's disability in the major life activity of learning.
- Provide readily accessible information to faculty, staff, students, and community agencies regarding disability policies mandated by law (state and federal) and implementing procedures available by the college and DSPS.
- Ensure that courses, programs, services, jobs, activities and facilities, when viewed in their entirety, are accessible in the most integrated and appropriate settings.
- Evaluate student performance based on ability, not disability.
- Respond to requests for accommodations and access to courses, programs, services, jobs, activities, and facilities in a timely manner.
- Provide authorized accommodations, services, academic adjustments, and auxiliary aids in a timely manner.
- Maintain all documentation verifying disability in a secure environment that ensures confidentiality.

Subsequent to the receipt of appropriate documentation, an **SEC** will be developed based on the following Criterion:

- Does the student have a disability? "Disability" is defined in the Americans with Disability Act of 1990 (ADA) as a physical or mental impairment that substantially limits one or more major life activities. A physical impairment is a physiological condition, cosmetic disfigurement, or anatomical loss that affects one or more of the basic body systems (e.g., neurological, musculoskeletal, respiratory, cardiovascular, etc.). A mental impairment is a "mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities."
- Does the disability substantially limit a major life activity? (e.g., walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, working, sitting, standing, lifting, reaching, thinking, concentrating, interacting with others, and sleeping). Is the student "otherwise qualified" for the course, program, or activity?
- Did the student initiate a request for an accommodation, academic adjustment, auxiliary aid, or service? Did the request for an accommodation, academic adjustment, auxiliary aid, or service follow established DSPS policy and procedure?
- Is the request reasonable and readily achievable? Does it impose a financial or administrative burden on the college?
- Does the requested accommodation fundamentally alter the nature or expectations for a course, program, or an activity?

YOU HAVE THE RIGHT TO APPEAL
should DSPS not approve an accommodation or later suspend an authorization.

To initiate your right to appeal contact:
Leslie Buckalew, Vice President of Student Learning
11600 Columbia College Drive
Sonora, CA 95370
(209) 588 - 5112
Email: buckalew@yosemite.edu

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Please confirm and sign attached confirmation. Thank you.