

COLUMBIA COLLEGE

**Disabled Students
Programs & Services**

Student Handbook



Columbia College
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Sonora, CA 95370
209.588.5130

In Loving Memory
And With
Sincere Appreciation
To



KC Marshall
Alternate Media Specialist
Columbia College
February 17, 1957 – October 29, 2009

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COLUMBIA COLLEGE MISSION STATEMENT

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high-quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and celebrate diversity.

Reaffirmed by Columbia College Council September 11, 2009

Approved by the YCCD Board of Trustees on May 9, 2007

Adopted by Columbia College Council on April 6, 2007

COLUMBIA COLLEGE DISABLED STUDENTS PROGRAMS & SERVICES MISSION STATEMENT

The Mission of **Disabled Students Programs and Services (DSPS)** of Columbia College is to make modifications to its academic requirements as are necessary to ensure students with disabilities (as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and California Bill Number AB 422) compete academically on an equal basis with their non-disabled peers. The department provides accessibility through support services, special equipment, specially trained staff and removal of architectural barriers. We encourage independence and integration in the pursuit of learning and participation in college life.

Revised 1/11 based on section 504 Regulations section 34 C.F.R.

INTRODUCTION

The purpose of this handbook is to describe the services available to students with disabilities at Columbia College. The services available are provided to ensure the disabled student's successful participation in the general college curriculum and activities. A student's need for a service must be directly related to an educational or functional limitation of his or her disability.

The regulations which govern Disabled Students Programs and Services (DSPS) require that each disabled student have a verification of a disability on file in a confidential student folder.

This handbook lists under each service the responsibilities of both the student and the DSPS staff with regard to the service. A copy of this handbook is available in hard copy, on the DSPS website and in alternate format *upon request*.

<http://www.gocolumbia.edu/DSPS/default.aspx>

Take Responsibility

For Your College Experience.

Allow Us To Assist You In Achieving Your Goals.

ELIGIBILITY FOR SERVICES

DESCRIPTION

Students receiving services through DSPS must be enrolled at Columbia College and must have a chronic disabling condition that has been verified by an appropriate professional. The student's disabling condition must limit one or more major life activities that impose an **educational limitation**. An educational limitation is a **disability related functional limitation** in the educational setting that occurs when the limitation prevents a student from fully benefiting from classes, activities, or services offered by the college without additional support services or instruction. Examples are physical, communication, acquired brain injury, psychological, developmentally delayed learning and learning disability.

Students must possess the ability to respond appropriately to questions, follow directions, and demonstrate the potential to benefit from special programs and services.

Students must demonstrate appropriate adaptive and self-help behavior. This includes providing their own personal attendant care. Columbia College will not provide personal attendant care.

Students must demonstrate annual measurable academic progress. Failure to do so may result in termination of services.

Students requesting services and/or academic accommodations offered at Columbia College are recommended to arrange an appointment with the DSPS Coordinator, DSPS Counselor, or Learning Disabilities Specialist and complete an application for services. DSPS will then establish an Educational Plan and Student Educational Contract (SEC) and verify the disability by using **one** of the following means:

- 1) Review of documentation provided by appropriate agencies or certified or licensed professionals outside of DSPS.
- 2) Assessment by appropriate DSPS professional staff.
- 3) Observation by DSPS professional staff with review by DSPS Coordinator of Special Programs. Once a student's disability has been certified the DSPS professional will identify the educational limitations and document them in the student's confidential file; the file will be reviewed and updated annually.

Services may be denied if it is determined that a student does not meet one or more of the above eligibility criteria.

Students seeking to appeal the denial of services should seek remedy through the DSPS Coordinator of Special Programs. If students are still not satisfied after consulting with the DSPS coordinator, they may appeal to the Dean of Student Services.

Procedures for New Students

If you are new to Columbia College and/or DSPS you must begin by scheduling two appointments: one with the DSPS Coordinator, and one with a DSPS Counselor. If you are a student with disabilities (defined by Title 5 of the California Education Code) you may schedule your appointment with a DSPS certificated staff member.

1. Submit your most current written verification of disability (within the last 3 years), medical report, Department of Rehabilitation Plan or IEP from your high school. We recommend that you make copies of all documents you submit to DSPS in case you need them for further use.
2. Your student ID Number
3. List of Questions

If you must cancel, please call as soon as possible (209-588-5130).

CONTINUING STUDENTS

Continuing students who will be using the same services as in their previous semester(s) only need to follow the information in the Programs & Services section of the Student Handbook. However, you must meet with a DSPS Counselor at least **twice a semester** to maintain your eligibility for services.

Students who have been away from Columbia College/DSPS for two or more semesters will need to schedule an appointment with a DSPS Counselor to reactivate their file and re-authorize services. (*See Procedures for New Students above*).

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

STUDENT'S RESPONSIBILITIES TO RECEIVE SERVICES FROM DSPS

Students receiving support services or instruction through Disabled Students Programs and Services shall:

1. Comply with the Columbia College Student Code of Conduct and all other applicable statutes and regulations related to student conduct.
2. Take responsibility in their use of services and adhere to written service provisions and policies in order to have continual services.
3. Receive services by making measurable progress toward the goals established in the student's **Student Educational Contract (SEC)** when enrolled in special classes. Students enrolled in regular college courses must meet academic standards established by the college as stated in the college catalog.
4. Meet with a counselor during their first semester to develop an Educational Plan. The Educational Plan outlines all courses and terms needed to complete their educational goal, including prerequisites.

The district may adopt a written policy providing for the suspension or termination of DSPS services when a student fails to comply with the provisions as stated above. 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.

(Reference: Section 56010, Title V.)

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

LEARNING DISABILITIES PROGRAM & HIGH TECH CENTER

The Learning Disabilities Program provides the following types of academic support for those with professionally verified learning disabilities: review of individual assessments, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed.

DESCRIPTION

The High Tech Center functions as a training facility for students with disabilities to learn about adaptive technology hardware and accessibility software. Skills 610, "Introduction to Computer Access," is offered each semester for students with verified disabilities needing access to specific information tools. Workshops, as well as one-on-one training, are both offered to students throughout each term on topics such as basic computer skills, windows accessibility, screen magnification, screen readers, and text-to-voice/voice-to-text technology. Students may also use the High-Tech Center for completing papers, taking tests and searching the internet in accessible formats. DSPS encourages the empowerment of our students to become self-advocates and to achieve academic excellence in the lab and classroom settings.

DSPS STAFF RESPONSIBILITIES

1. Assessment – DSPS certificated staff will identify students with verified disabilities that will benefit from training in the use of adapted computer technology and computer assisted instruction.
2. Evaluation – a review of functional limitations, skills and abilities that are necessary preliminaries in determining the appropriate selection of adaptive computer technology and software programs to instruct and increase personal productivity will be performed by DSPS staff.
3. Instruction – technical assistance will be given to students by DSPS staff members in both adaptive computer technology (including word processing) and an instructional lab component will be included to utilize selected software in academic skill building, problem solving, and compensatory learning strategies for students with disabilities.

STUDENT RESPONSIBILITIES

1. Students will follow **Policies and Procedures** established in order to maximize accessibility in the DSPS High Tech Center.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

Policy & Procedure for Computer and Internet Use

High Tech Center

DSPS has established the following policies and regulations in order to maximize accessibility for our students. Your cooperation is expected.

GENERAL POLICIES

1. Food or drinks are not allowed in the High Tech Center.
2. The playing of games is prohibited.
3. The lab is for schoolwork (course related projects) only.
4. Internet access is available for research that is course-related.
5. Students requiring specialized software, test facilitation, or tutoring/academic assistance have priority on the high-tech center computers.

PRINTING POLICIES

1. Limit printing to specific coursework.
2. Prior approval by DSPS staff is required.

SAVING YOUR WORK

Please do not save your work to the computer hard drive. Computers are wiped clean of all saved items on a daily basis. All work must be saved to a USB flash-drive or another portable storage device. If you do not have a portable storage device, please let the DSPS staff know so arrangements can be made.

INTERNET USE

Just as the Internet is an ongoing state of evolution, so are our policies and regulations. Please follow the instructions of the DSPS staff whether they are written here or given verbally. When in doubt, please ask.

ALL USERS OF DSPS INTERNET ACCESS MUST:

1. Agree to engage only in research and course-work related to college designated activities.
2. Agree to respond honestly when asked about the nature of their work on the Internet, and be prepared to verify enrollment in courses requiring Internet research.

PROHIBITED ACTIVITIES

1. Downloading to the hard drive. Students may save research material to their own portable storage devices only.
2. Instant messaging is not allowed.
3. Connecting to images or services unrelated to academic programs.
4. Playing games and/or other recreational activities.
5. Commercial activities, including marketing or sales.
6. Transmitting or soliciting information not related to specific course content.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

Policy & Procedure for Computer and Internet Use

DSPS High Tech Center

Administration of These Rules

The DSPS staff is responsible for enforcing these rules and regulations. If questions or concerns are not addressed in this policy, please bring it to the attention of the High-Tech Center employees. Unacceptable use of this equipment can result in the loss of these privileges.

A COPY OF THESE POLICIES AND REGULATIONS WILL BE ON DISPLAY IN THE DSPS HIGH TECH CENTER.

I have read and understand the DSPS Policy on Computer and Internet use.

Student SS/ID #:

Date

First Name

Middle Initial

Last Name

Student Signature

(DSPS Staff)

ALTERNATE MEDIA

Description

Alternative Media allows access to those people who, due to a sensory or processing disability, cannot easily use the standard materials. We must be compatible with some legal issues from both federal law (Section 504, Section 508 of the Rehabilitation Act, and Title II of ADA) and state law (Title 5, AB 422 and SB105) which require California's Community Colleges to provide access to all programs and activities in a timely manner that is accessible to people with disabilities. Alternative Media assists faculty, staff, and students with disabilities by providing access to Alternative Media formats to meet a variety of instructional needs. They can include, but are not limited to: Braille, large print, e-text, captioning, tactile graphics, accessible online teaching and learning, accessible college web site, etc.

Alternate Media Formats:

- Braille
- Electronic text (e-text)
- Large print
- Tactile graphics
- Audiotape & MP3

Eligibility

1. Eligibility for this service is determined by Disabled Students Programs and Services (DSPPS). It is based on professional documentation provided by the student or by an evaluation conducted by DSPPS staff. Documentation or evaluation may include, but will not exclude:
 - Visual impairment, blindness, or low vision.
 - Processing impairment: any processing deficit that interferes with an individual's access to printed material (e.g., learning disability, brain injury).

DSPPS STAFF RESPONSIBILITIES

1. Requests for materials in alternate format will be considered on a case-by-case basis. Once a request is made, preference will be given to the format specified by the student. However, the recommendation of DSPPS professionals will be used in making the final determination of format for each academic course.
2. Requests: Alternate format requests must be submitted as soon as the student learns of his or her need; late requests will be honored provided that the student making the request understands the Alternate Media Specialist will set the timeline for completion of the work accordingly.

3. Turnaround times for alternate format requests are determined on a case-by-case basis. Upon review of material to be formatted and converted, the Alternate Media Specialist will notify the student of the projected completion date. DSPS will make every effort to complete the request in a timely manner.

STUDENT RESPONSIBILITIES

1. Students requesting materials in alternate formats must purchase a hard copy of the textbook or other course material.
2. The student will not copy or reproduce any material provided by DSPS, nor allow anyone else to do so. Misuse of this material will result in disciplinary action by Columbia College.
3. Students will be provided with one alternate format copy for each material required for academic use. This electronic file is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by students with a print disability. Any further reproduction or distribution in a format other than a specialized format is an infringement.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

ALTERNATE METHODS OF COMMUNICATION

Description

DSPS provides **interpreter** and **real-time captioner** services for all academic activities. This includes in-class activities and required out of class activities—field trips, workshops, support hours, labs, etc.—for classes in which the student is currently enrolled. Students requiring alternate methods of communication services must meet with DSPS certificated staff to establish the responsibilities of both parties. Once an agreement has been established, the contract can be signed.

The following are alternate methods of communication to students with disabilities:

SIGN LANGUAGE INTERPRETER

The most appropriate accommodation for students with a documented hearing loss may be an ASL sign language interpreter.

REAL TIME CAPTIONER

A real time captioner sits in the class with the student and types all teaching conversations into a laptop computer that is placed in front of the student.

DSPS STAFF RESPONSIBILITIES

1. Staff will review documentation and determine eligibility for requested services.
2. DSPS staff will seek and hire the most qualified interpreter/real time captioner available for the requested mode.

STUDENT RESPONSIBILITIES

1. Provide documentation from appropriate professional regarding disability.
2. Notify DSPS as early as possible when additional interpreter/real time captioner is necessary for scheduled field trips, meetings with your instructors, etc. A three day notice typically is requested; we realize, however, that at times this is not possible and we will do the best we can to fill your request even if it is short notice.
3. Give advance notice if you are going to be absent from class. If you miss your appointment with the interpreter three times without sufficient notification, your interpreter/real time captioner service may be suspended.
4. Your interpreter/real time captioner will wait 10 minutes for a class. Your interpreter/real time captioner will report your absence to the DSPS office.
NOTE: If you have more than one class in a day and miss a class, the interpreter/real time captioner will not automatically attend the later classes. You must notify us and the interpreter/real time captioner if you expect to attend the remaining classes.

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

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

ADAPTIVE EDUCATIONAL EQUIPMENT

DESCRIPTION

DSPS has available special adaptive educational equipment to assist students with disabilities in compensating for functional limitations imposed by their disabilities. Examples may include, but do not exclude, the following:

- alternative keyboards
- assistive listening devices
- brailers
- a CCTV (magnifier)
- print recognition scanner and voice synthesizers
- screen magnification and reading software
- voice dictation input systems
- talking calculators
- computer assisted software for learning disabilities

Tape recorders and players are available for loan to students for note taking and reader purposes. A variety of equipment is also available as part of the Adaptive Physical Education Class. *Other Adaptive Equipment/Software:* In certain circumstances other types of special furniture (tables, podiums) may be placed in the classroom for student use each semester.

DSPS STAFF RESPONSIBILITIES

1. DSPS staff advises students with disabilities of the availability of adaptive educational equipment.
2. DSPS staff instructs students with disabilities in the correct use of adaptive equipment.
3. DSPS staff maintains adaptive equipment in good working condition and schedules use of equipment so that it is equitable for all students.
4. A DSPS staff member will arrange adaptive furniture, including padded or adjustable chairs, and small desks or tables for large students, to accommodate classroom seating or desk arrangements.
5. Adaptive furniture use must be authorized by a DSPS staff member.

STUDENT RESPONSIBILITIES

1. The student uses adaptive equipment only after receiving formal instruction in its use. Appointments can be made with trained staff for this purpose.
2. 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.
3. The student must carefully maintain equipment by following instructions for its use and protecting it from damage. Contracts for check out of equipment must be signed each semester.

4. The student must complete the Adaptive Furniture Request Form and turn it in at the DSPS office.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

SPECIAL CLASSES INSTRUCTION

DESCRIPTION

Special classes are instructional activities that use special instructional methods and materials to facilitate the educational success of students with disabilities. Such classes are designed for students with specific disabilities that might otherwise inhibit the student's ability to succeed in a general college class. Columbia College offers these classes in Adaptive Physical Education—Cardiac Rehabilitation, Pulmonary Rehabilitation—and Skills 610, Introduction to Computer Access.

DSPS STAFF RESPONSIBILITIES

- 1) DSPS staff will develop and teach these classes. The functional limitations of the students with disabilities enrolled in the class are accommodated by the course structure.
- 2) DSPS staff will advise the student of the availability of special classes and provide recommendations concerning the appropriateness of the student enrolling in such a class.

STUDENT RESPONSIBILITIES

- 1) Upon enrollment in a special class, the students with disabilities agree to meet the **student learning outcomes** as outlined in the course syllabus.
- 2) Attendance and participation are essential in order to successfully complete any course. If you miss 3 class meetings, you may be dropped and coursework will be directly affected. No late work will be accepted.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

TUTORING & ACADEMIC ASSISTANCE

DESCRIPTION

Students with disabilities may require additional support to regular classroom instruction. This support is offered through a tutorial program coordinated by the **Academic Achievement Center (AAC)**. Tutors are Peer Tutors, meaning that they have successfully completed the courses for which they tutor. Also available through the AAC is **Supplemental Instruction (SI)**. SI is a peer-facilitated group-tutoring session; students may obtain a list of classes for which SI is offered each semester from the AAC, in Manzanita 18-2. Staff from DSPS will also provide specialized academic assistance to students with disabilities.

Students may require tutoring to clarify concepts in a course or they may need assistance for test preparation or completing a project. Sometimes students need work on strengthening basic skills to improve overall performance in their classes. Tutors may also assist students in understanding instructor expectations and pedagogy.

DSPS STAFF RESPONSIBILITIES

- 1) Staff will liaison with the Academic Achievement Coordinator to locate tutors based on the student's needs and the tutor's specialized area(s) of expertise. (SI & Tutoring).
- 2) A designated area within the DSPS center is open for tutoring.
- 3) The **Math Resource Center** is a drop-in lab for assistance in mathematics and a study group environment (Located in Juniper 5). DSPS staff will liaison with the Mathematics Department to make academic assistance available to students with disabilities.
- 4) Staff will monitor the area to ensure an appropriate environment for study. If necessary, arrangements will be made for alternate settings for tutoring.

STUDENT RESPONSIBILITIES

- 1) The student with disabilities will make an appointment with a DSPS staff member each semester to discuss accommodations and/or academic need for services.
- 2) Based on consultation with DSPS staff member and/or appropriate referral, students with disabilities will follow-up with the Academic Achievement Center to request tutoring services.
- 3) The student should be prepared to explain his or her needs to the tutor or DSPS staff. For example, the student might say "I need help identifying the main ideas in this chapter and I need help developing definitions for these

terms." The student must have **read assignments** and **attempted to complete written work** before coming to a session.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

TEST FACILITATION

DESCRIPTION

Sometimes a student's disability interferes with taking a test under the same conditions that other students take tests in a traditional classroom setting. An individual with disabilities may require auditory feedback or extended time to complete an exam. The types of testing accommodations provided are based on the student's educational limitations. The following accommodations may include:

- extended time
- auxiliary aids (assistive technology)
- environment with limited distractions
- a reader or scribe
- exam in alternate format

DSPS STAFF RESPONSIBILITIES

1. Based on the student's disability, staff will determine accommodations for test-facilitation. The student will be informed about the types of accommodations that are considered appropriate.
2. DSPS staff will notify instructors of testing accommodations utilizing the **Test Accommodation Request** and **Disabled Students Program Memorandum** which highlights **classroom accommodations for students with disabilities**. Students are encouraged to **communicate their needs to instructors**. Be your own advocate when expressing your learning strengths and challenges in a knowledgeable and confident manner. DSPS staff will also assist you with advocacy whenever necessary.
3. Whenever additional time is required for testing, the specific time will be determined prior to taking the test. The instructor and the DSPS staff will confer to make this determination and the student will be informed of the length of the time extension.
4. DSPS staff will provide each instructor with a Test Accommodation Request and DSPS Test Facilitation envelope for each exam at least 48 hours in advance of test date.
5. Receipt and delivery of exams will be facilitated by DSPS staff and the appropriate test area secured.

STUDENT RESPONSIBILITIES

1. A student with a disability who requests a modification, accommodation, or adjustment for a classroom exam is responsible for identifying himself/herself to the instructor and to the Disabled Student Programs and Services (DSPS) office.

2. **Notify DSPS** staff *at least 48 hours in advance* of a need for test facilitation by completing the **Student Test Request form**. Make an appointment with DSPS staff to discuss special requirements (e.g., reader, scribe, alternate formats, adaptive computer aids, kurzweil).
3. Testing time should coincide with the time your class takes the exam unless prior arrangements have been made with the instructor and DSPS staff. **Arrive on time**, be fully prepared with **pens/pencils, paper, bluebook** or **scantron**. Any other materials necessary or allowed during the test should be brought to the testing appointment.
 - a. Only **instructor approved items** (books, notes, spell checker, etc.) may be taken into the testing area.
 - b. The facilitation of tests by DSPS staff at Columbia College is an extension of the academic course in which you are enrolled. All students with disabilities meeting requirements for test accommodations will follow the **policies and procedures** stated in the **College Catalog** and the **Code of Student Conduct**.
4. Students with disabilities are responsible for reading, understanding and signing the **DSPS Test Facilitation Contract**.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

MOBILITY ASSISTANCE

DESCRIPTION

Mobility assistance accommodates students with verified disabilities who find the hilly terrain and numerous stairs at Columbia College difficult or impossible to maneuver. DMV placard holders may park in the special spaces designated for them and receive mobility assistance from there as needed. Mobility assistance is also available from the Student parking lot for students who have temporary mobility problems or chronic problems which are not severe enough to warrant qualification for a permanent DMV placard. The DSPS Van is driven by trained student workers and by DSPS staff. The DSPS vehicle travels a fixed route within close proximity of most buildings on campus.

DSPS STAFF RESPONSIBILITIES

- 1) DSPS will develop a schedule of tram riders that best accommodates all riders and ensures timely service.
- 2) Points of pick-up will be designated by the DSPS staff. Students will be notified of any changes in pick-up locations or times.
- 3) Tram drivers will drive safely and as smoothly as terrain allows.
- 4) Drivers will provide assistance as needed to students with disabilities who are getting on or off the tram.

STUDENT RESPONSIBILITIES

- 1) The student provides a **current schedule of classes** to the DSPS staff member. The class schedule will include **class times** and **locations**.
- 2) The student fills out a **Tram Request Form** following the directions provided indicating the times rides are needed.
- 3) The student must **be at the designated pick-up point(s)** at the **scheduled time(s)**.
- 4) The student must **notify** the DSPS office of **any changes** (permanent or temporary) **within 24 hours**, to his or her schedule on the Tram Schedule Change form. The student must call on days in which he or she is absent from on-campus activities.
- 5) In the case of unforeseen schedule changes—such as, early dismissal from class or a canceled class—the student should contact the DSPS Office to be picked up. When this happens, the student must recognize that an unscheduled run may happen only if and when equipment and/or personnel resources permit.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

READERS

DESCRIPTION

Sometimes a student's disability inhibits his or her ability to complete required reading for a course in a timely manner or with good comprehension. This student may benefit from having the reading material for the course available on audiotapes. DSPS is able to provide this service by the following:

- 1) **Recordings for the Blind and Dyslexic (RFB&D)** is an organization that reproduces printed material on to audiotapes. Often textbooks are available through this agency for a student's use. Students with verified visual impairments, physical disabilities or learning disabilities that substantially limit reading ability are eligible for reader service. RFB&D has well-defined eligibility criteria for students requesting their service. In general the criteria established by RFB&D are used to determine a student's eligibility for reader service.
- 2) If the material is unavailable through RFB&D, DSPS can arrange to have the material tape-recorded for the student's use.
- 3) Text may be produced in alternate format (alternate media), books on CD or DVD.
- 4) Students may independently scan their textbooks using equipment available in the DSPS High Tech Center.

DSPS STAFF RESPONSIBILITIES

- 1) DSPS staff will perform any testing procedures necessary to determine a student's eligibility for reader service.
- 2) Applications for RFB&D will be available in the DSPS Office. DSPS staff will complete appropriate parts of the application and will assist the student in completing the remainder of the application.
- 3) The DSPS Office will serve as the depository for RFB&D tapes at the student's request. Staff will research the availability of printed material and initiate requests for the material.
- 4) DSPS staff will make arrangements to tape printed material that is unavailable through RFB&D or produce text in alternate format.
- 5) DSPS will loan tape recorders/players to students. There are a limited number of tape players available to loan. Every effort will be made to

ensure that players are available on an equitable basis to each student needing one.

STUDENT RESPONSIBILITIES

- 1) The student is expected to **fully participate** in the **application process** for **RFB&D**. Participation includes providing needed **documentation** of the disability, completing necessary **testing** to verify reading disability, and completing appropriate parts of the **application**.
- 2) The student is expected to **notify DSPS staff of needed printed material** preferably **before each semester** and/or **early in the semester**. Whenever possible, alternative media should be requested at the end of the previous semester for the following semester. See *section, **Alternative Media**, located on page 13 of the student handbook*.
- 3) When material is not readily available to the student according to the time-frame necessary to meet course obligations, the student must work with DSPS staff to determine alternative accommodations.
- 4) The student must carefully maintain and protect all equipment from possible damage. Equipment must be returned if a course is dropped; otherwise, equipment will be returned during finals week. These guidelines will be established when the equipment is first loaned.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

NOTE TAKING

DESCRIPTION

When students' disabilities inhibit them from taking notes in class, **note taking services** are provided. A student may have impaired use of his or her hands, or a student may have a hearing impairment that prevents note taking. In some cases a processing deficit associated with a learning disability inhibits note taking.

Note taking services may involve having a student who can take notes accompany the disabled student to class. It may be that a student who is enrolled in the same class is enlisted to provide notes. The student is given **NCR paper (No Carbon Required)** or the notes are copied on a copy machine. In some cases, the student with disabilities is instructed to tape record each class to supplement his or her own note taking.

DSPS STAFF RESPONSIBILITIES

1. DSPS staff determines a student's eligibility for note taking services and decides the appropriate form the service will take.
2. DSPS staff—in partnership with instructors—locates and assigns note takers to the student.
3. DSPS provides NCR paper, access to a copy machine and tape recorders/players as needed. There are a limited number of tape players available for loan. Every effort will be made to ensure that players are available on an equitable basis to each student.

STUDENT RESPONSIBILITIES

1. The student participates in the eligibility determination for note taking service.
2. The student reviews notes in a timely manner and provides feedback to the note taker if necessary. The student must be aware of individual differences in the note taking process and be willing to coordinate his or her needs with the note taker's style.
3. Tape recording class lectures is recommended as a supplement to note taking by the DSPS staff. The student is expected to take notes to the best of his or her ability and use the tape recording to compensate for any inadequacies in the note taking process. As a courtesy, it is essential to inform your instructor of your recording needs. **Students are required to sign an agreement which indicates that the tapes will not be sold or used for any other purpose than their own education needs** (*ref.cccco.edu*).
4. The student must carefully maintain equipment that is loaned for tape recording and protect it from damage. Equipment must be returned in a

timely manner according to a time established when the equipment is first loaned.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

ACADEMIC ADVISEMENT

DESCRIPTION

A student with disabilities often requires special academic advisement to ensure that his or her special needs are considered in program planning. DSPS certificated staff is prepared to explore the special needs of the student and offer suggestions related to those needs. The goal of advisement by DSPS personnel is to ensure the student's successful participation in the college curriculum.

Academic Advisement will include developing an **Educational Plan** usually during the student's first semester at the college. Prior to registering for each semester, academic advisement is available to plan the next semester's course work. Finally, throughout each semester staff can provide advisement as needed; for example, when a student considers dropping a class or electing a credit/no credit grading option.

DSPS STAFF RESPONSIBILITIES

1. DSPS certificated staff has time regularly available by appointment to meet the advisement needs of students with disabilities. Prior to registration, and at the beginning of each semester, additional advisement time will be scheduled to accommodate the needs of students.
2. DSPS certificated staff maintains a current understanding and knowledge of academic standards and requirements as outlined in the Columbia College catalog. When necessary they will consult with appropriate college personnel to respond to a student's advisement questions.
3. DSPS certificated staff will maintain current understanding and knowledge of the various disabilities that students may present and are able to offer suggestions for appropriate accommodations for educational limitations imposed by the disabilities.
4. DSPS certificated staff meets with the student at the beginning of each academic year to establish an Educational Plan. The Educational Plan is updated each term. Each student's progress toward meeting the goals of the Educational Plan is monitored by DSPS staff.

STUDENT RESPONSIBILITIES

1. The student schedules appointments for advisement as needed.
2. The student reviews appropriate college documents in preparation for advisement appointments: the **class schedule** and the **college catalog**.

3. DSPS staff may require the student to conduct research concerning a proposed course selection or program plan. The student is expected to complete the assigned research before returning for further advisement.
4. The student is expected to make measurable progress as outlined in the **Student Educational Contract** and the **College Progress Policy**.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

REGISTRATION ASSISTANCE

DESCRIPTION

Registration assistance enables the student with disabilities to participate in the registration process with minimum difficulty. At Columbia College, registration assistance is provided to students with disabilities in the form of **priority registration**. All students with disabilities are eligible to register on a predetermined date with prior approval from certificated DSPS staff.

DSPS STAFF RESPONSIBILITIES

1. DSPS staff will notify students with disabilities of date, time and place of priority registration.
2. DSPS staff is available throughout the registration process to provide assistance and answer questions.
3. Accommodations are made for students with special needs during the registration process.

STUDENT RESPONSIBILITIES

1. The student completes all preliminary steps to the registration process; academic advisement must take place before the date of priority registration.
2. The student should be prepared to pay the necessary fees or have completed appropriate fee waiver applications prior to the registration date.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

COUNSELING

DESCRIPTION

Students with disabilities may experience a personal crisis that impacts his or 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 their disability on school performance. DSPS staff may be able to assist students in identifying priorities and exploring options when dealing with limitations imposed by their disability. Vocational Counseling is offered by a DSPS Counselor. This is in conjunction with the **Financial Aid/Veterans Affairs Officer**. In addition, DSPS staff may be able to suggest appropriate agencies or counselors in the community to whom the student might go for additional counseling.

DSPS RESPONSIBILITIES

1. DSPS certificated staff has time regularly available by appointment to meet the counseling needs of disabled students.
2. DSPS certificated staff will maintain a current understanding and knowledge of counseling methods to assist students with crisis intervention.
3. DSPS certificated staff will maintain a current knowledge of community agencies and private counselors which can serve students in crisis. Whenever possible, DSPS staff will establish working relationships with members of the agencies and private counselors to facilitate referrals.
4. A notation of the counseling exchange between the student and DSPS staff is made in the student's confidential file.

STUDENT RESPONSIBILITIES

1. The student schedules appointments for personal counseling as needed. If the student feels the situation needs immediate attention, he or she will indicate this to DSPS staff and request 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. The student demonstrates follow-through by acting on any decisions or referrals agreed upon during the counseling appointment.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

SERVICE ANIMALS

DESCRIPTION

The **Americans with Disabilities Act (ADA)** defines a service animal as *any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. 28 C.F.R. section 36.104.* If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

DSPS STAFF RESPONSIBILITIES

The care or supervision of a service animal is solely the responsibility of his or her owner. The college is not required to provide care or food or a special location for the animal.

STUDENT RESPONSIBILITIES

The College may exclude any animal, including a service animal, from our facility when that animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards people or campus fauna may be excluded. However, assumptions cannot be made about how a particular animal is likely to behave based on past experience with other animals. Each situation must be considered individually.

If the service animal is excluded from campus, the individual with a disability who uses the service animal has the option of continuing to enjoy the campus without having the service animal on the premises.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

LIAISON WITH COLLEGE STAFF

DESCRIPTION

DSPS staff encourages students to be **self advocates**, but we recognize that at times, students with disabilities find it difficult to approach College Personnel. At the request of the students, DSPS staff will advocate on their behalf with College Personnel. One of the more common requests is from a student with a mobility disability that has enrolled in a class that is not accessible. At the request of the student, DSPS staff will work with the appropriate Dean to move the class to an accessible classroom. Another common request is when a student requires test facilitation. DSPS staff will discuss with the instructor—and the student—appropriate and reasonable accommodations for taking the test. At times DSPS staff will find themselves in the role of advocate when an instructor complains about a student whose disability-related behavior becomes disruptive to the learning environment. DSPS staff may intervene on the student's behalf to explain the atypical behavior to the instructor and to reach an understanding by both parties regarding what they can do to reduce the amount of disruption without violating the student's rights.

DSPS STAFF RESPONSIBILITIES

1. DSPS will listen to requests for advocacy and evaluate each with regard to a relationship to the student's disability and to the student's successful participation in the college program.
2. When deemed appropriate (following #1 above) DSPS staff will advocate with college staff. The student is encouraged to participate in meetings especially if the situation is conducive to developing self-advocacy skills.
3. Notation of the liaison is made in the student's confidential file. The student is informed of the consultation and its outcome.
4. If necessary, follow-up consultation is undertaken by DSPS staff.

STUDENT RESPONSIBILITIES

1. The student notifies DSPS staff of a need for advocacy.
2. The student complies with DSPS staff's evaluation of the situation and the method of intervention recommended.
3. The student practices self-advocacy upon the recommendation of DSPS staff.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.

LIAISON WITH COMMUNITY AGENCIES

DESCRIPTION

DSPS staff at Columbia College maintains a working relationship with agencies in the community and advocates on behalf of students with disabilities when requested. Agencies with which DSPS staff maintains contact include:

- The Department of Rehabilitation
- County Office of Education
- Resource Specialists at the local high schools in Tuolumne and Calaveras Counties
- Kings View Tuolumne County Behavioral Health Services.

An example of a request would be as follows; a student who needs his or her books needs to set up a book account in the Manzanita Bookstore. The DSPS staff person would be the liaison between the student, Department of Rehabilitation and the Manzanita Bookstore. A student with a disability may need personal counseling. A DSPS staff person may contact Kings View Tuolumne County Behavioral Health services to establish a referral and introduce the student to an appropriate intake person.

DSPS RESPONSIBILITIES

1. DSPS staff maintains a current knowledge of community agencies which can serve disabled students. Whenever possible, DSPS staff will establish a working relationship with members of the agencies to facilitate referrals.
2. DSPS staff is responsive to student needs and recognizes when a referral to a community agency is needed.
3. Notation of the liaison with a community agency is made in the student's confidential file. The student is informed of the consultation and its outcome.

STUDENT RESPONSIBILITIES

1. The student complies with the DSPS staff's evaluation of a situation and the need for a referral to a community agency. If the student disagrees with a recommended referral, he or she must seek out his or her own assistance as the situation demands.
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 or she notifies the agency and DSPS of the inability to make the appointment.

3. As a Department of Rehabilitation client, Department of Rehabilitation business needs to be conducted with the Department of Rehabilitation Counselor.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.



Disabled Students Programs & Services

11600 Columbia College Drive

Sonora California 95370

209.588.5130

Fax 209.588.5330

This handbook, along with additional information and forms,
can be found on the Columbia College website located at:

http://www.gocolumbia.edu/DSPS/Index_Home.htm

APPEAL PROCEDURE

According to the Student Educational Contract (SEC) you sign, you agree to meet the student responsibilities as outlined in the DSPS Handbook and as stated on the SEC. If you fail to meet those responsibilities three or more times, the service may be terminated.

You will be notified that a service has been terminated due to three failures to meet the student responsibilities outlined for the service. If you believe the service has been terminated unjustly, you may follow the steps below to appeal to reinstate the service.

1. Make an appointment to see the DSPS Coordinator/LD Specialist. State that the reason for the appointment is to appeal a termination of service.
2. When you come to the appointment be prepared to list valid reasons for your failure to meet established responsibilities. If possible, bring evidence or documentation to substantiate your reasons.
3. Following the discussion with the DSPS Coordinator/LD Specialist 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 discuss your perspective with the Dean of Student Services.
4. If the Dean does not reinstate your services, you can make an appeal to the American with Disabilities Act (ADA) Coordinator or 504 Coordinator (Vice-President of Student Learning).
5. The final appeal procedure available to a student with disabilities is outlined in the **Graduation Course Requirements Accommodation Policy** adopted by the Academic Senate on 9/18/09.

Failure to abide by these responsibilities could result in loss of assistance and use of equipment to the individual student.