

# **Policy Guidelines for Services and Student Rights and Responsibilities**

## **STUDENT ACCESSIBILITY SERVICES (SAS)**

Peralta Community College District

### **POLICY GUIDELINES FOR SERVICES AND STUDENT RIGHTS AND RESPONSIBILITIES**

As required by Title V of the California Education Code, the following policy has been adopted by Student Accessibility Services. Services are provided to enrolled students who apply, provide verification of disability and meet PCCD admissions, matriculation and conduct requirements. Services, auxiliary aids and academic adjustments are designed to facilitate the success of students in reaching their individual educational or vocational goals. SAS complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Available in alternate formats upon request.

### **POLICY GUIDELINES FOR SERVICES**

1. Request your academic accommodations in a timely manner. Certain services take more time to prepare, so students are encouraged to request services before the start of the semester or as early as possible.
2. Request support services from SAS each semester that you are enrolled for classes. All enrolled SAS students are eligible for priority registration, but may be dropped from the priority registration list if they are not continuous with requesting services each semester.
3. Accommodations and other support services are provided by the campus for which the student is enrolled in. Students therefore must request accommodations from the local SAS office for where their classes are held.
4. Support services are directly related to the educational limitations specific to the student's disability and their class requirements. Students are responsible for providing disability verification and any updated documentation if requested by the SAS counselor.
5. Accommodations cannot make any change to the curriculum or course of study so significant that it alters the required objectives or content of the curriculum in the approved course outline. Requests for accommodations must be considered reasonable.
6. We encourage you to talk with your SAS Counselor before dropping a class.
7. Contact your SAS Counselor when a support provider or instructor does not provide an academic accommodation as soon as possible.
8. Notify the SAS Coordinator if you experience inappropriate, irresponsible, or harassing behaviors from any SAS service provider.

9. Students are responsible for purchasing their own books and supplies for enrolled courses. Proof of text ownership may be required for certain support services.

10. Notify SAS staff as soon as possible when you need to change or cancel an appointment or service.

## **STUDENT RIGHTS**

Students with disabilities have a right:

1. To participate voluntarily in SAS.
2. To receive academic adjustments, auxiliary aids, services and/or instruction from SAS and not be precluded from participating from any other course, program or activity offered by the college.
3. To have educational records and disability information protected from disclosure. (In order to provide services, SAS staff may have to communicate your needs to college employees who have a legitimate educational need to know. SAS follows <https://studentprivacy.ed.gov/faq/what-ferpa> guidelines regarding disclosure).
4. To appeal a decision regarding accommodations through the student grievance process as described in a PCCD college catalog.

## **STUDENT RESPONSIBILITIES**

1. To comply with the student code of conduct as defined in the college catalog.
2. To meet the academic standards established by the college (i.e., have a cumulative GPA of 2.0 or higher and have less than 50% of “W”, “I” or “NP” grades for all grades recorded), when enrolled in general classes.
3. To make measurable progress toward your course goals as agreed upon in the Academic Accommodation Plan (AAP), when taking educational assistance classes.
4. To be responsible in your use of SAS services and adhere to the program’s Policy Guidelines for Services.

## **SUSPENSION OF SERVICES**

Failure to comply with the responsibilities as outlined above may result in the suspension of services. Students will be informed in writing of the suspension, including information about appeal procedures. A student who has been suspended must meet with their SAS Counselor and/or the program coordinator, as appropriate, to develop a written criteria for the reinstatement of services. Reinstatement for services for subsequent semesters will be considered on a case-by-case basis. Appeals may be directed to the SAS Coordinator. Further appeal may be made to the Dean or Vice President of Student Services and then, if desired, to the college grievance committee.