



**AP 5140**

New: April 18, 2007

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Revisions:

**AP 5140 Disabled Student Programs and Services**

Reference:

***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.

**(A) Evaluation and reporting for the program**

- a. The Chancellor's Office changed the process of formal Program Reviews of Disabled Students Programs and Services (DSP&S) to Technical Assistance visits in 2002; in 2004, MSJC DSP&S hosted our most recent Technical Assistance visit wherein procedures, policies, forms, and staffing were reviewed and discussed. No irregularities or areas of concern were cited.
- b. MSJC DSP&S maintains and submits tracking of student participants each semester and academic year using the Datatel system for MIS and subsequent categorical allocation determination.
- c. Each academic year, MSJC DSP&S submits a Year-End Report to the Chancellor's Office, wherein budget allocations and district appropriations of categorical funding are reviewed to assure conformity with Title 5 statutes. MSJC DSP&S continues to maintain compliance with Title 5 and Chancellor's Office mandates for funding.
- d. *SEE:* Copy of Technical Assistance Visit (2004) Report (last visit); copy of most recent budget reports to the Chancellor's Office

**(B) Definitions of disabilities and students eligible for the program**

- a. Title 5 defines the specific disability categories for MIS-coding; MSJC DSP&S counselors use Title 5 guidelines to determine specific students' eligibility for program eligibility and services personalized to students' individual educational limitations based upon our receipt and review of professional verification of qualifying disabilities.
- b. *SEE:* Title 5 reference guidelines; students served 1998-99 through 2005-06; MSJC DSP&S Student Data, Educational Limitation forms

**(C) Support services and instruction that is provided**

- a. As determined by MSJC DSP&S counselors, students' services eligibility is based upon the specific educational limitations unique to each student; examples of services provided by MSJC DSP&S include, but are not limited to:
- b. Counseling (disability management); career and academic counseling above and beyond the counseling provided by MSJC General Counseling incorporating students' disabilities); test facilitation; registration assistance; training in and access to adaptive computer technologies, production of Alternate Media (e.g. standard print texts modified into e-text; captioned videos); Communication Specialists for interpreting course lectures, class discussions into American Sign Language; loan of specialized equipment (e.g. tape recorders, spell checkers, assistive listening devices, hand-held magnifiers); liaison with campus and community agencies.
- c. SEE: MSJC DSP&S Services Eligibility, Request for Services forms

**(D) Verification of disability**

- a. Students seeking DSP&S services must present written documentation verifying their disability(ies) by an individual who is licensed or certified in a professional field to diagnose specified conditions.
- b. DSP&S professional staff may, through personal observation, verify the existence of an observable disability. Use of this procedure is limited to conditions that can be seen externally (e.g. amputation).
- c. SEE: MSJC DSP&S Welcome Letter and Disability Verification Form

**(E) Student rights and responsibilities**

- a. Outlined on MSJC DSP&S webpage, in the DSP&S Student Handbook, Request for Services Form; Responsible Use of Interpreting Form

**(F) Student educational contract or plan that is developed by a designated person in consultation with the student**

- a. Upon initial entry into the program, and for each year thereafter that the student participates with MSJC DSP&S, DSP&S students partnering with DSP&S counselors, develop a Student Education Contract (SEP).
- b. The SEP outlines specific instructional goals, highlighting objectives and activities needed to achieve these goals; measures the student's progress towards goal completion; lists, in concert with the MSJC DS&S Services' Eligibility and Request for Services forms, services to be provided to the student to accommodate their disability-related educational limitations.
- c. SEE: MSJC DSP&S Student Education Contract Form

**(G) Academic accommodations**

- a. MSJC DSP&S students initiate requests for academic accommodations independently; in collaboration with DSP&S professionals, DSP&S students' requests for academic adjustments are reviewed, often with input from and

discussion with discipline-specific teaching faculty and the Student Services Committee.

- b. SEE: MSJC DSP&S Educational Limitations, Instructor Communication, Services Eligibility, Course Modifications matrix forms

**(H) Provisions for course substitution and waivers**

- a. MSJC DSP&S students initiate requests for course substitutions and waivers independently; in collaboration with DSP&S Professionals, DSP&S students' requests for academic adjustments are reviewed, often with input from and discussion with discipline-specific teaching faculty and the Student Services Committee.
- b. SEE: Copy of MSJC DSP&S Course Modifications Matrix

**(I) Staffing**

- a. MSJC DSP&S staffing is designed to meet the varying needs of our growing and diverse student population; from Alternate Media productions to counseling, from training students in the use of adaptive computer technologies to MIS entry and reporting, our staffing is responsive to student needs, and state and federal mandates for service design and delivery.
- b. SEE: Breakdown of current staffing assigned to MSJC DSP&S

**(J) Advisory committee**

- a. Comprised of stakeholders from within the college community (e.g. students, teaching and counseling faculty) and within the college district (e.g. Mental Health providers, Department of Rehabilitation), the MSJC DSP&S Advisory Committee meets annually to guide MSJC DSP&S to tailor its services to meet the ever-evolving needs of our diverse student program population.
- b. SEE: Copy of January 20, 2006 agenda and minutes for DSP&S Advisory Board meeting (last meeting of our Advisory Board)

**(K) MSJC DSP&S Mission Statement**

- a. The mission of DSP&S is to empower students with disabilities to attain maximum independence, integration, and success in a fully accessible college environment.