



Academic Accommodations

Board Policy 5141
Administrative Procedure 5141

Yuba Community College District
2088 North Beale Road
Marysville, CA 95901

530.741.6795 (Voice)
530.741.6582 (TTY)
866.274.7530 (Video Phone)
530.741.6942 (Fax)
dspsinfo@yccd.edu (E-Mail)

Table of Contents

Board Policy 5141- Academic Accommodations	3
Administrative Procedure 5141-Academic Accommodations	4
A. Request for Academic Accommodations	4
B. Academic Accommodations (Adjustments)	4
C. Termination or Suspension of Services	5
D. Complaint/Appeals Procedure	5

Board Policy 5141- Academic Accommodations

The Yuba Community College Board of Trustees (Board) recognizes that no qualified student, on the basis of a disability, who may be reasonably accommodated, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under, any academic, research, occupational training, housing, health insurance, counseling, financial aid, athletics, recreations, transportation, other extracurricular or education program or activity provided by the District.

The Board hereby directs that appropriate Administrative Regulations be formulated to allow qualified students with disabilities, who may be reasonably accommodated, to fully participate and benefit in the educational programs and services of the District.

Adopted: July 14, 2010

Administrative Procedure 5141-Academic Accommodations

A. Request for Academic Accommodations

1. Requests for reasonable academic accommodations will be granted, in a timely manner, for students with disabilities. Students requesting reasonable accommodations, auxiliary aids, or services can do so by applying for such support through the Disabled Student Services and Programs (DSPS) Office. DSPS staff will explain what documentation may be required to verify the student's eligibility for DSPS support. This may require the student with a disability to present appropriate documentation to substantiate the individual disability and complete as appropriate established college assessment procedures to identify the needs of the student for academic adjustment. Each case is individually reviewed, and DSPS staff can make interim decisions pending a final resolution in case of a disputed request. Documentation will be provided to support the agreement between the student and the DSPS program. Every effort will be made by DSPS staff to ensure the students clearly understand what is expected, their rights and responsibilities. DSPS staff will ensure a smooth and timely transition through this process.
2. Student requests for services that require immediate adjustment can be permitted by the Yuba College DSPS Director, Woodland Community College DSPS Coordinator, College Learning Disabilities Specialist or designated District official with knowledge of reasonable accommodation requirements, pending final resolution of eligibility for such services.
3. An up-to-date documentation of the request for services as well as records of services provided should be maintained in the DSPS Office. Verification of disability, the resulting educational limitation and how the disability impedes the student's educational performance should also be maintained in the DSPS Office.

B. Academic Accommodations (Adjustments)

In accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and California Education Code Section 67300, the following accommodations may be considered:

1. Instructors shall make reasonable academic modifications to the academic/course requirements, thereby ensuring that students with disabilities are not discriminated against due to handicap. Academic requirements that the instructor can demonstrate are essential to the program of instruction or to any essential licensing requirement will not be regarded as discriminatory.
2. Modifications of reasonable academic requirements may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of the degree requirements and adaptation of the manner in which specific courses are conducted.
3. Other rules may not be imposed on students with disabilities, such as prohibition of tape recorders in the classrooms or certified service dogs in the campus building that have the effect of limiting the access and participation of students with disabilities in the educational program or activity.

4. Specialized support services are available to students with disabilities, which are in addition to the regular services provided to all students. They may include but need not be limited to these academic adjustments, auxiliary aids or services.
 - a. Registration assistance, including priority enrollment assistance application for financial aid, and related college services;
 - b. Special parking, including on-campus parking registration or temporary parking permit;
 - c. Test-taking facilitation, including arrangement, proctoring, and modification of test and test administration;
 - d. Assessment, including both individual and group assessment to determine functional educational and vocational levels or to verify specific disabilities;
 - e. Interpreter services, including manual and oral interpreting for hearing-impaired student;
 - f. Mobility assistance (on-campus) to and from college courses and related educational activities;
 - g. Reader, note-taker, books on tape, and/or transcription services;
 - h. Access to and arrangements for adaptive educational and physical support equipment, materials, and supplies required by students with disabilities; and
 - i. Accommodations for participation in co-curricular activities directly related to the student's educational goals as specified in the Individual Educational Plan.

C. Termination or Suspension of Services

Students may have services terminated or suspended for the following reasons:

1. The student is not making progress on his/her Individual Educational Plan (IEP) and/or Student Educational Contract (SEC), as determined by the instructor in a special class; or
2. The student is not making academic progress according to the established college progress policy; or
3. The student fails to comply with the requirement(s) of his/her Student Educational Contract (SEC) and/or Individual Educational Plan (IEP); or
4. The student abuses the use of reasonable academic accommodation support services provided by Disabled Student Programs and Services.

Suspensions are for limited time periods based on the evaluation of the Yuba College DSPS Director, Woodland Community College DSPS Coordinator, the College Enabler, Learning Disabilities Specialist and/or designated college official. Notification of suspension of services should be in writing to the student. Students who have services terminated, suspended, or if the student feels he/she has a complaint against the college or the DSPS program, for failure to provide a reasonable academic accommodation, the student can file a complaint or appeal.

D. Complaint/Appeals Procedure

Students who feel they have been discriminated against on the basis of disability, including allegations a student has not received adequate or appropriate academic accommodations, or who feel they have been adversely affected by decisions made by the college or DSPS program, may file a complaint or appeal to the Yuba College DSPS Director or Woodland Community College DSPS Coordinator under this policy.

Students filing complaints must do so within one hundred eighty (180) days after an act of alleged discrimination occurs or after the student reasonably should have known the act occurred. Complaints or appeals filed by disabled students can include (but are not limited to) matters such as:

1. Reasonable academic accommodations or services requested which have been denied, terminated, suspended, or modified in such a manner as to limit the student's access to the educational program or services of the college that are required by the student to meet his/her educational goal;
2. For failure of the DSPS program or college to provide a required academic accommodation or service in a reasonable time frame once the student has provided the necessary documentation to verify his/her disability; or
3. For actions, decisions, or procedures that the student feels have negatively affected his/her student status, privileges, or access to the educational programs or services of the college because of the student's disability status.

The Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee shall be trained and knowledgeable of the rights of individuals with disabilities in the post-secondary setting and will be responsible for accepting and investigating student complaints filed under this policy. The Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee will meet with the student within five (5) business days of receipt of the complaint or appeal. The complaint or appeal is to be made through the Office of the Yuba College DSPS Director or Woodland Community College DSPS Coordinator.

The student will be provided with supportive services, if needed, to ensure the student can clearly state their reasons for the complaint or appeal and their desired resolution. This support will be provided through the various levels of the process. Within ten (10) days after receiving the complaint, the Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee, trained in the process of investigating complaints related to academic accommodations, will conduct a thorough and impartial investigation of the complaint including documented interviews of the complainant, the accused, and witnesses with relevant knowledge, if any. Within thirty (30) calendar days of receiving the complaint, the Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee will provide the student written notice of the outcome of the investigation, including a determination as to whether discrimination occurred (or in the case of an appeal from the denial of a request for accommodations, whether the accommodations offered or provided were adequate and appropriate), the reasons for the decision, and effective and timely corrective action to resolve any identified discrimination and to ensure it does not recur. The notice will also inform the student that District policy prohibits retaliation against any person for filing a complaint, and if at any time the student feels he/she has been subjected to retaliation of any kind for filing the complaint, to notify the Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee.

After issuing the written notice of decision, the Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee will offer the student an opportunity to meet to review the decision. The Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee will make every effort to resolve any remaining concerns or appeals at this step, using an informal process.

If a resolution cannot be reached (using the informal process) the student may appeal the Yuba College DSPS Director or Woodland Community College DSPS Coordinator or designee's

determination by submitting a written request for hearing before the Academic Accommodations Committee within thirty (30) calendar days after the written decision was provided to student. Within five (5) business days of receiving a student's request for hearing, the Dean of Student Development at Yuba College, the Dean of Student Services at Woodland Community College or designee shall schedule a hearing before the Committee to occur within fifteen (15) business days of receiving the student's written request, unless the parties mutually agree to extend the time for hearing. The Committee will be comprised of staff that is knowledgeable in the area of academic and physical disabilities. At minimum the Committee will include:

- One administrator, chair
- One student
- Two faculty (at least one from the DSPTS Program)
- One affirmative action office representative

The Committee will be called together by the Yuba College DSPTS Director or Woodland Community College DSPTS Coordinator or designee.

The student making the complaint or appeal will have the opportunity to present his/her reasons for the complaint or appeal and the desired resolution.

The Committee will hear the student's complaint or appeal, review written material presented by each party, call witnesses (if necessary), and receive all information pertaining to the complaint or appeal.

Official minutes of the hearing will be taken.

The Committee upon hearing testimony and reviewing all information presented by each party will submit its findings of fact and conclusions concerning the complaint or appeal. The Committee can adopt one of the following decisions:

1. Uphold the College/DSPTS action
2. Modify the College/DSPTS action
3. Dismiss the complaint or appeal in favor of the student

Within fifteen (15) calendar days after the hearing, the Committee will provide a written decision, including, where applicable, a statement of the actions that will be taken by the College/DSPTS, to the Yuba College DSPTS Director or Woodland Community College DSPTS Coordinator or designee and the student.

The Committee's decision shall be final.

The Committee's decision will notify the student that he/she has the right to: File an external appeal to the U.S. Office of Civil Rights under Section 504 of the Rehabilitation Act of 1973.