GENERAL INSTITUTION

Academic Adjustments

Education Programs

Reference:

Education Code Sections 66250 et seq.; 200 et seq.; 72010 et seq.

Accreditation Standard 1.6

The District shall provide access to its services, classes and programs without regard to, national origin, religion, ages, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of protected class.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Process for Adjustments

The District will take necessary steps to ensure that no qualified students with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids.

1. A student with a documented disability contacts the instructor or instructions prior to or at the beginning of the semester with a request for an academic adjustment.
2. The instructor of the semester with a request with the student and confer (if necessary) with the staff in DSPS to determine an appropriate adjustment.
3. A student with a documented disability may also seek an adjustment by requesting staff in DSPS to initiate contact with the instructor(s).
4. Instructors do not have the authority to unilaterally make a determination on the sufficiency of documentation of the disability or the appropriateness of an academic adjustment.
5. If the student, instructor(s), and staff in DSPS have made a reasonable effort to resolve the matter and are unable to agree on an appropriate adjustment within five working days, the matter may be referred to the ADA Compliance Office or her/his designee.
6. The ADA Compliance Officer or her/his designee will gather appropriate information and determine a reasonable accommodation within two working days after having received written notification of a problem from a concerned party and will make an interim adjustment pending a final resolution.
Appeals Process

1. If the student or the agents of the college do not concur regarding the requested academic adjustment, the matter will be forwarded to the Academic Accommodations Committee. The role of the Academic Accommodations Committee is to review the request for academic adjustment. Specifically, the Academic Accommodations Committee will determine whether the requested academic adjustment fundamentally alters the program of instruction or, if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction. If so, the Academic Accommodations Committee, in consultation with the student and the instructor(s) will determine alternative academic adjustments that can be offered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without fundamentally altering the program of instruction.

2. The Academic Accommodations Committee may include the following members:
   - A faculty member form the DSPS
   - The ADA Compliance Officer
   - Two instructor’s from the academic area (one selected by the department chair and one selected by the instructor)
   - An advocate or information specialists of the student’s choice (non-voting)
   - An academic administrator who serves as the chair of the committee

3. The student and the instructor will meet with the Academic Accommodations Committee and will have an opportunity to express their concerns.

4. The Academic Accommodations Committee will meet no later than ten (10) working days after the interim adjustment (Step 6 Process for Adjustment) has been made and will then render a written decision within five (5) working days.