

LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION E-100

TOPIC: Criteria for Serving Students with Disabilities

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INTRODUCTION

The Los Angeles Community College District (“District”) adheres to the Disabled Student Programs and Services (“DSPS”) Implementing Guidelines as specified in Title 5 of the California Code of Regulations, the mandates of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (“ADA”), all of which prohibit discrimination on the basis of disability. The District is committed to providing equal access to college educational programs and related activities for students with disabilities.

Separate from the criteria for serving students with disabilities is a regulation is intended to apply to members of the public, including students, who seek an accommodation or barrier removal for a District service or activity not covered by other District procedures. Information about this process and the required forms can be found on the District’s website at: <http://www.laccd.edu/ADA/Pages/B-31-Accommodation-or-Barrier-Removal-Requests-and-Appeals>

I. SUPPORT SERVICES, ACADEMIC ACCOMMODATIONS, AND SPECIAL CLASS INSTRUCTION

A. Support Services and Academic Accommodations

Support services are those specialized services made available to students with disabilities, as defined in Title 5, C.C.R., Section 56000, which are in addition to the regular services provided to all students. Such services and academic accommodations enable students with disabilities to participate in regular activities, programs, and classes offered by the college. These

services and accommodations are based on student disability-related, educational limitations. The services and accommodations may include, but need not be limited to:

1. Access to and arrangements for adaptive educational equipment, materials, and supplies;
2. Liaison with campus and/or community agencies including referral to campus or community agencies and follow-up services;
3. Registration assistance relating to on-campus and off-campus college registration, including priority enrollment assistance, financial aid application assistance, and related college services;
4. Accessible parking, including temporary parking, while an application for the state Disabled Person (DP) Parking Placard or License Plate is pending (in any case, students with disabilities are still required to pay the college student parking-fee for use of student parking lots);
5. Supplemental specialized orientation to acquaint students with the DSPS Program;
6. Supplemental specialized orientation to acquaint students with the DSPS Program and the college as a whole;
7. Test-taking facilitation, including arrangement and proctoring;
8. Assessment to determine functional, educational and/or vocational levels or to verify specific disabilities;
9. Specialized academic, vocational, personal and peer counseling services specifically for students with disabilities, which are not duplicated by ongoing general counseling services available to all students;
10. Interpreter services, for hearing-impaired students;
11. On-campus mobility assistance, including manual or motorized transportation to and from classrooms and other related educational activities;
12. Note-taker services in the classroom;
13. Reader services, including the coordination and provision of services in the instructional setting;

14. Alternate text formatting/transcription services, including, but not limited to, the provision of Braille and/or enlarged-print materials and/or E-text;
15. Specialized tutoring services not otherwise provided by the college;
16. Accommodations to enable participation in co-curricular activities directly related to the student's enrollment in state funded educational courses or programs.

B. Special Class Instruction

"Special classes" are instructional activities offered under the provisions of Title 5, C.C.R., Section 56000 and are designed to address the educational limitations of students with disabilities. If offered, special classes shall be designed for students who would be unable to substantially benefit from regular college classes even with the provision of appropriate support services or accommodations. When offered, special classes shall:

1. Assist students with disabilities to compensate for educational limitations and/or to acquire the skills necessary to complete their educational objectives;
2. Employ instructors who meet or exceed the minimum qualifications set forth by the state;
3. Provide curriculum, instructional methods, or materials specifically designed to address the educational limitations of students with disabilities. Curriculum committees responsible for reviewing and/or recommending special class offerings shall have or obtain the expertise appropriate for determining whether the requirements of this section are satisfied;
4. Utilize student/instructor ratios, which are determined to be appropriate, given the educational limitations of the students with disabilities enrolled in each class. Class size should not be so large as to impede measurable progress or endanger the well-being and safety of students or staff.

C. Repetitions

Repetitions of special classes that exceed the regular repeatability limits may be allowed in order to accommodate a student's disability-related

needs pursuant to state and federal non-discrimination laws. Special class repetitions involve the following conditions:

1. When continuing student success in other general and/or special classes is dependent on additional repetitions of a special class;
2. When additional repetitions of a special class are essential to completing a student's preparation for enrollment into other regular or special classes;
3. When the student has a Student Educational Contract that involves a goal other than completion of the special class in question and repetition of the special class will further the achievement of that goal. Repeatability of special classes will be provided under the guidance of DSPS to allow for reasonable accommodation under Section 504 of the Rehabilitation Act of 1973.

D. Requests for support services, academic accommodations and/or special class instruction

In order to receive support services academic accommodations, and/or special class instruction, a student with a disability must meet the requirements described in Section I, Subsection E of this regulation.

1. Students should contact DSPS in a timely manner to make requests for support services, academic accommodations, and/or special class instruction.
2. The student's educational limitations must be identified by appropriate DSPS professional staff and described in the student file.
3. When filing a request, students are requested to:
 - a. Provide verification of the specific need for the requested services, accommodations, and/or special class instruction to DSPS professional staff;
 - b. Complete paperwork and forms necessary to establish a student file;
 - c. Meet with the DSPS counselor to develop a student educational plan (SEP) based upon student educational goals and develop a Student Educational Contract pursuant to Title 5, C.C.R., Section 56022 that specifies DSPS recommendation/approval for support

services, academic accommodations and/or special class instruction; and

- d. Meet with appropriate DSPS staff to arrange for the actual support services, accommodations and/or special class instruction.
4. Students with disabilities seeking academic accommodations from instructors must present instructors, at or before the beginning of the semester or as soon as possible after classes begin, the DSPS-recommendation for academic accommodations, so that the accommodations can be provided in a timely manner.
5. Students who do not wish to apply for services through DSPS may contact the College ADA Coordinator to request and arrange for necessary support services, academic accommodations, and/or special class instruction. The student must meet the eligibility requirements described in Section I, Subsection E of this regulation before services, accommodations, and/or special class instruction can be provided.

E. Eligibility for support services, academic accommodations, and/or special class instruction

1. Eligibility for support services, academic accommodations, and/or special class instruction will be determined by DSPS staff, in consultation with the student, and will be based on the nature of the student's disability. In order to be eligible for support services, academic accommodations, and/or special class instruction authorized under Title 5, C.C.R., Section 56026, a student with a disability must have a verified disability, which must result in one or more educational limitations. The disability may be verified using one of the following procedures prescribed by the State Chancellor:
 - a. Observation by DSPS professional staff with review by the DSPS Coordinator;
 - b. Assessment by appropriate DSPS professional staff; or
 - c. Review by DSPS professional staff of documentation provided by appropriate agencies or certified or licensed professionals outside of DSPS.

2. Documentation of disability by a qualified professional should include a detailed description of the disability and disability-related educational limitations. Students with learning disabilities should submit learning disability assessment information including specific test scores and learning disability documentation. Assessment from outside the college will be evaluated utilizing California Community College State Chancellor's Office guidelines.
3. The student's educational limitations must be identified by appropriate DSPS professional staff and described in the Student Education Contract required pursuant to Title 5, C.C.R., Section 56022. Eligibility for each service provided must be directly related to an educational limitation based on a verified disability consistent with Title 5, C.C.R., Sections 56000(b) and 56004.
4. All determinations of ineligibility must be approved by the DSPS Coordinator before the written notice is sent to the student.

F. Student Responsibilities

Students receiving support services, academic accommodations, and/or adjustments or special class instruction under Section I of this regulation shall:

1. Comply with the District Student Code of Conduct and all other applicable statutes and regulations related to student conduct;
2. Be responsible in their use of DSPS services and adhere to written service provision policies adopted by DSPS; and
3. Make measurable progress toward the goals established in the Student Educational Contract and meet academic standards established by the college.

G. Suspension of DSPS services

1. A student's use of DSPS services and programs may be suspended in part or in full when a student:
 - a. Fails to act responsibly in their use of DSPS services and/or fails to follow written service provision policies adopted by DSPS and/or;

- b. Fails to make measurable progress toward the goals established in the Student Educational Contract and/or ceases to meet the college's academic standards.
2. Students subject to partial or full suspension:
 - a. Will be requested to meet with DSPS staff to discuss the specific problem areas. The final decision to suspend services (in part or in full) will be made by the DSPS Coordinator based on the recommendations of the DSPS staff.
 - b. Will be notified by the DSPS Coordinator in writing of any suspension of services, copies of which will be placed in the student's file.
3. Any student receiving full or partial service suspension may re-apply for services after one semester with a written commitment from the student to follow DSPS policies for service provisions including, but not limited to, the following:
 - a. Accept program staff recommendations for appropriate course selection;
 - b. Attend all classes regularly and promptly;
 - c. Indicate academic difficulties to program staff in a timely manner;
 - d. Keep all scheduled appointments or, when necessary, cancel appointments at least 24 hours in advance; and/or
 - e. Keep program staff apprised of academic progress through progress reports.
4. The student has the right to appeal the suspension of service following the procedures delineated in Section III of this regulation to the Vice President of Student Services, who shall make a recommendation to the College President. The College President's decision shall be final.

H. Faculty Responsibilities

It is the responsibility of faculty members, with the assistance of DSPS staff, to allow the student to utilize academic accommodations and support services recommended by DSPS. Each college shall develop

policies and procedures for notifying faculty of the necessity for academic accommodations.

II. PERSONAL ATTENDANT

A student with a disability may require the assistance of a personal attendant (PA) in order to have an equal opportunity to participate in the College's activities, services, or programs. It is the student's responsibility to arrange for his or her PA. The District is not responsible for locating, coordinating, or making financial arrangements for PA's.

A PA is not allowed to accompany a student in class unless permission is granted in writing from the disabled student programs & services office.

A. Allowable Assistance

Absent consent from the college, the PA shall not perform on behalf of the student any skill, activity, or academic exercise which is essential or fundamental to accomplishing or measuring accomplishment of the objectives of the course.

PA's are required to follow all college policies and regulations. PA's are expected to remain outside of class during class time unless DSPS has approved in-class personal assistance. Failure in abiding by the agreed-upon role will result in the PA's presence on campus being limited or denied.

1. The services and functions the PA may provide will be based on an individualized determination made through an interactive process between the DSPS Office and the student; such services and functions will not be prohibited unless they constitute a fundamental alteration of the course or program or result in an undue burden on the college.
2. Abide by all college policies and regulations, including those related to student conduct, classroom visitors, and personal attendants.
3. Accompany the student only in the class(es) and perform only the duties for which DSPS has given approval.
4. Refrain from interfering with DSPS other approved accommodations for the student (e.g., scribes, notetakers, test proctors, sign language interpreters).

5. Direct any questions or concerns about the role of a PA to DSPP professional staff.
6. Acknowledge that approval, if granted, only applies to the PA listed on this form. In the case of the need for a substitute, permission must be obtained from DSPP.

B. Student Obligations

The student must give timely notification to the DSPP office if requesting that a PA accompany him/her in class so that DSPP is able to consider the request and, if approved, notify faculty in advance. The student is responsible for notifying and obtaining approval from DSPP regarding any personnel changes.

It is the student's responsibility to:

1. Submit appropriate disability documentation to DSPP. The verified disabling condition and resulting functional limitations must support the necessity of having a PA accompany the student in the classroom.
2. Ensure that each PA registers with DSPP and signs the Personal Attendant Agreement each academic term.
3. Ensure that if personnel changes occur during the term, the new PA registers with DSPP and signs a new PA Agreement Form.
4. Direct the activities of the PA in the classroom.
5. Follow District policies, regulations, and procedures.

C. DSPP Assessment

For each PA request, DSPP will make an individualized determination after engaging in an interactive process with the student. If the student provides appropriate documentation showing that the assistance is needed in order for the student to have equal access to the college's program, the District will permit the use of the personal assistant unless it is determined through the interactive process that the services or functions performed by the assistant result in a fundamental alteration of the District's activities, services or program or result in an undue burden on the District. Similarly, the District will not limit the services provided by the assistant unless the specific service is shown, through the interactive

process, to result in a fundamental alteration of the program or undue burden on District.

III. DISPUTES

A. Appeal of Eligibility Determination

1. If, upon reviewing the disability documentation submitted by the student, the DSPS professional staff determines that the student is ineligible under the provisions of Section I, Subsection E of this regulation, the student may request a meeting with the DSPS Coordinator to appeal the ineligibility decision. The student may appeal the ineligibility decision to the College ADA Coordinator.
 - a. The student must submit an appeal to the College ADA Coordinator within ten (10) working days of receiving the notice of ineligibility.
 - b. The College ADA Coordinator will consult with the DSPS Coordinator and the Learning Disabilities Specialist/Counselor to determine accommodation eligibility.
 - c. The College ADA Coordinator will send a written response and rationale to the student within ten (10) calendar days of receipt of the appeal.

2. If the College ADA Coordinator upholds the ineligibility decision, the student may appeal to the DSPS Review Committee within ten (10) working days of receipt of the College ADA's Coordinator's response and rationale. The *District Disabled Student Accommodation Review Committee* will consist of District DSPS Coordinators present at the scheduled monthly District DSPS Coordinator's meeting, the Vice President of Student Services Officer assigned as DSPS liaison or his/her designee, the Vice President of Student Services Officer of the college from where the appeal originated or his/her designee, and the District ADA Coordinator.
 - a. Within ten (10) working days of the appeal, the District DSPS Review Committee will consider the appeal at the next scheduled District DSPS Coordinator's meeting, or special meeting convened for the purpose of hearing the appeal, and make a

recommendation to the President of the college where the student is in attendance.

- b. The recommendation will be determined by majority vote of the District DSPS Review Committee.
 - c. The District DSPS Review Committee will provide the college President with written notification, including the rationale for its decision, within ten (10) working days of its decision. The College President will provide the student of his or her final decision within ten (10) working days of receipt of the DSPS Review Committee's recommendation.
3. If the student is not satisfied with the College President's decision, the student has the right to file an Unlawful Discrimination Complaint with the District's Office of Diversity Programs. The student may utilize this option at any time during the process.

B. Appeal of Accommodations

If a student who has been determined to be eligible for services (under Section I, Subsection E) believes that the college is not providing support services and/or academic accommodations, and the matter cannot be resolved informally, the student may file a complaint, which will be evaluated by the Academic Accommodations Review Committee.

1. Informal Resolution

When a dispute arises over DSPS recommended support services and/or academic accommodations, all parties are required to seek informal resolution, before proceeding formally. In an effort to resolve the matter informally, the DSPS Coordinator will assist the student by scheduling a good faith interactive meeting with the person(s) involved in the dispute, as well as the person's immediate supervisor, the corresponding Dean of Academic Affairs, and a DSPS professional.

2. Formal Resolution

If the matter cannot be resolved informally, the student may file a written request for a formal hearing of the college Academic Accommodations Review Committee.

- a. The college Academic Accommodations Review Committee will consist of the Vice President of Academic Affairs or his/her

- representative, the Vice President of Administration or his/her representative, the Vice President Student Services or his/her representative, the Department Chair or designated representative for the student's program of study, the College ADA Coordinator, and the DSPS Coordinator or designee, who will function in the hearing as a consultant and will vote only in the event of a tie.
- b. The College ADA Coordinator, or other designated college official with knowledge of support services and accommodations, may make an interim decision, if necessary, regarding provision of support services or accommodations pending the final resolution of the dispute.
 - c. The Academic Accommodations Review Committee will meet within ten (10) working days of the request and review the request in accordance with the following procedures:
 - i. During the formal hearing process, the committee chair shall coordinate the conduct of the hearing.
 - ii. The student and/or a representative shall present the written request to the DSPS Coordinator and attend the meeting of the Academic Accommodations Review Committee. The representative may not be an attorney.
 - iii. The person denying the DSPS recommended support services or accommodations and/or his/her departmental representative shall present written reasons why the DSPS-recommended support services or accommodations were not provided and shall attend the meeting of the Academic Accommodations Review Committee.
 - iv. The committee will make a determination regarding the "reasonableness" of the support service(s) or accommodation(s), and recommend an equitable solution, if necessary.
 - v. The committee will deliberate outside of the presence of the student and the person denying the support services or accommodations and their representatives.
 - vi. The hearing shall be closed and confidential.
 - d. The committee will, within five (5) working days after the hearing, inform the student in writing of the committee's decision.

- i. Copies of the committee's decision will be placed in the student's file and sent to the College President, Vice President of Academic Affairs and Vice President of Student Services, as well as to the individual, if appropriate, who denied the support service (s) or accommodation(s), by the Academic Accommodations Review Committee Chair.
- ii. Academic Accommodations Review Committee Formal Hearing Request forms are available in the DSPS Office, Student Services Office, and/or College Ombudsperson.

3. Appeal

- a. If the student is dissatisfied with the Academic Accommodations Review Committee decision, the student may appeal to the College President.
- b. The student may also file a formal discrimination complaint with the District's Office of Diversity Programs, who will then follow the established steps outlined in Chapter XV of the Board Rules.

IV. COURSE AND PROGRAM REQUIREMENT ACCOMMODATIONS

A. Purpose

A course or program requirement accommodation is an academic adjustment, in which an alternate means of fulfilling a course or program requirement is permitted. Such accommodations may include, but are not limited to, substitutions or waivers of specific course or program requirements and/or substitutions or waivers of course or program prerequisites.

While the District expects all of its students to master the necessary educational competencies and to complete all program requirements prior to the awarding of degrees and certificates, the District also recognizes that a disability may preclude a student from meeting all educational competencies or from completing program requirements in the same manner as non-disabled students. The District also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a

disabled student's course of study and without compromising the integrity of any student's award (i.e., degree or certificate).

The District recognizes that most students with disability-related educational limitations can meet course or program prerequisites and successfully complete academic requirements. This may not be the case for some students with disability-related educational limitations. If appropriate support services and accommodations are determined to be insufficient to enable a student to meet a course or program prerequisite and successfully complete academic requirements and/or if the student can show that his/her disability-related educational limitations are of such magnitude that meeting the prerequisite or successful completion of the program requirement is precluded, the student may petition for a course or program requirement/ prerequisite accommodation. For these students a course or program requirement/prerequisite accommodation will be considered by the college on an individual basis under the conditions described below.

A course or program requirement/prerequisite accommodation will be considered only if the college determines that the student would not be able to successfully complete the requirement even with the provision of all support services and other accommodations for which the student is eligible. A course or program requirement/prerequisite accommodation may be granted only when there is evidence that the student has exhausted all viable alternatives for meeting established course or program requirements/prerequisites.

Course or program requirements that the college can demonstrate are essential to the course or program of instruction, or are directly related to applicable licensing and/or health and safety requirements, will not be altered.

NOTE: District students must note that licensing agencies, other educational institutions, or employers may not recognize course or program requirement/prerequisite accommodations granted by the District.

NOTE: Requests for substitution or waiver of program requirements not established by the District should be addressed directly to the transfer institution or licensing agency where they were established.

B. Eligibility for Course or Program Substitution or Waiver

In order to file a Course or Program Requirement/Prerequisite Accommodation Request, a student must be deemed eligible under the provisions of Section I, Subsection E of this regulation.

C. Criteria for Granting a Course or Program Requirement/Prerequisite Accommodation Request

In order for the Course or Program Requirement Accommodation Committee to consider the student's request for a course or program requirement accommodation, the committee must determine that the following conditions have been met:

1. The student has made a good faith effort to complete the course or program requirements/prerequisites in question, including but not limited to:
 - a. Consistent and persistent effort in attempting course work and/or documentation which definitively predicts the student would not be successful in the course in question. (OCR, 1997.)
 - b. Regular class attendance, completion of all assignments.
 - c. Use of all appropriate and available recommended services, such as tutorial assistance or instructional support classes and labs.
 - d. Use of all appropriate and available DSPS-recommended support services and academic accommodations, such as test-taking assistance, alternate media formats, and assistive technology.
2. The student is otherwise qualified to meet the LACCD course or college program requirements/prerequisites, which may include but not be limited to:
 - a. Demonstrated success in completing required coursework.
 - b. Success in courses that demonstrate equivalent skills to the course or program requirement/prerequisite under consideration.
 - c. Granting the request would not require a fundamental alteration to an essential component of an academic or vocational course or program of study.
 - d. Evidence that provision of the requested course or program requirement/ prerequisite accommodation would not interfere with health and safety of the student or others.

D. Procedures

1. Course or Program Requirement Accommodation Committee

A Course and Program Requirement Accommodation Committee will be established for each student request for a course or program requirement/prerequisite accommodation. The committee will consist of the following individuals:

- DSPS Coordinator, or designee (Expert consultant, vote only in the event of a tie)
- Vice President Academic Affairs or his/her designee
- Vice President Student Services Officer or designee
- Department Chair, or designee, of department with jurisdiction over the course or program requirements in question
- Department Chair, or designee, of the course(s) requested to be altered, substituted or waived
- Faculty Representative appointed by Faculty Guild

2. Course or Program Requirement Accommodation Request and Documentation

In submitting a request for a course or program requirement accommodation, the student should provide the following to the Course or Program Requirement Accommodation Committee (through the DSPS Coordinator):

- a. A Course or Program Requirement Accommodation Petition, containing the specific course or program requirement or prerequisite for which the accommodation is being requested, and the rationale for the request;
- b. Verification from the DSPS Coordinator that the student meets the eligibility requirements contained in Section I, Subsection E of this regulation;
- c. Evidence of persistent good faith effort in attempting to meet the requirement and/or documentation which definitively predicts that the student would not be successful in the course in question;

- d. Evidence of use of all appropriate and available support services and academic accommodations recommended by DSPS staff to meet the requirement or prerequisite;
 - e. A signed statement that the student is aware that program requirement alterations granted by the District may not be recognized by licensing agencies, other educational institutions, or employers; and
3. Course or Program Requirement Accommodation Committee's Review and Decision
- a. If the student is eligible under the requirements of Section I, Subsection E of this regulation, the DSPS Coordinator, or designee, will call a meeting of the Course or Program Requirement Accommodation Committee within twenty (20) working days of the receipt of the student's petition for a course or program requirement/prerequisite accommodation by the DSPS Coordinator.
 - b. The committee will review all relevant evidence and determine whether the student has met the conditions for an accommodation delineated in Section IV of this regulation.
 - c. The committee's decision will be determined by a majority vote.
 - d. The committee will determine the exact nature of the course or program requirement or prerequisite accommodation.
 - e. Within ten (10) working days after meeting to review the request, the Course or Program Requirement Accommodation Committee will notify the student, the Vice President of Student Services Officer, the Vice President of Academic Affairs and the College President of the decision in writing.
4. Appeal of the Course or Program Requirement Accommodation Committee's Decision

If the student is not satisfied with the decision of the Course or Program Requirement Accommodation Committee, the student has the right to appeal to College President. The student must send the appeal to the College President within ten (10) working days of receiving the letter from the Course or Program Requirement Accommodation Committee informing him/her of the decision.

V. DEFINITIONS

A. Academic Accommodations Review Committee:

The college Academic Accommodations Review Committee will consist of the Vice President of Academic Affairs or his/her representative, the Vice President of Administration or his/her representative, the Vice President Student Services or his/her representative, the Department Chair or designated representative for the student's program of study, the College ADA Coordinator, and the DSPS Coordinator or designee, who will function in the hearing as a consultant and will vote only in the event of a tie.

B. College ADA Coordinator:

The person at the college designated to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. § 12131), which prohibits discrimination on the basis on disability by public agencies and Section 504 of the Rehabilitations Act as well as California disability laws and regulations.

C. Course or Program Requirement Accommodation Committee:

A Course and Program Requirement Accommodation Committee will be established for each student request for a course or program requirement/prerequisite accommodation. The committee will consist of the following individuals:

- DSPS Coordinator, or designee (Expert consultant, vote only in the event of a tie)
- Vice President Academic Affairs or his/her designee
- Vice President Student Services Officer or designee
- Department Chair, or designee, of department with jurisdiction over the course or program requirements in question
- Department Chair, or designee, of the course(s) requested to be altered, substituted or waived
- Faculty Representative appointed by Faculty Guild

D. District Disabled Student Accommodation Review Committee:

Consists of District DSPS Coordinators present at the scheduled monthly District DSPS Coordinator's meeting, the Vice President of Student Services Officer assigned as DSPS liaison or designee, the Vice President of Student Services Officer of the college from where the appeal originated or his/her designee, and the District ADA Coordinator.

E. Personal Attendant:

A Personal Attendant or Personal Assistant is an individual hired by someone with a disability to supply help with activities on an everyday basis. These individuals are usually trained to support and provide assistance to people who cannot do normal activities by themselves. Assistance may include:

- Help with personal hygiene
- Assistance with handling personal possessions
- Adjustment of clothing and personal items
- Adjustment of seating
- Assistance with eating and drinking and medication
- Mobility assistance
- Getting around the city as well as the campus
- Assistance with physical safety and protection
- Impulse and behavioral

F. DSPTS Coordinator:

The DSPTS Coordinator is responsible for working with students with disabilities and the DSPTS counselors and learning disability specialist to determine the accommodations that will be offered to students. They are also responsible for coordinating student academic accommodation appeals.

G. DSPTS Professional Staff:

Academic employees in the DSPTS Office, who meet the qualifications of Title 5, C.C.R., Section 56048, to provide services.

H. Educational Limitations:

Disability-related limitations which prevent the student from fully benefiting from classes, activities, or services offered by the college to all students without specific additional support services or instruction as defined in Title 5, C.C.R., Section 56005.

I. Student with a Disability:

A "student with a disability" or "disabled student" is a person who has a verified disability that limits one or more major life activities, as defined in 28 C.F.R. § 35.104, and which imposes one or more educational limitations as defined in Title 5, C.C.R., Section 56004.

J. Support Services and Special Class Instruction:

Support services and special class Instruction" are defined as any one or more of the services listed in Title 5, C.C.R., Section 56026, special class

instruction authorized under Title 5, C.C.R., Section 56028, or both. Support services and special class instruction are made available to students with verified disabilities as defined in Title 5, C.C.R., Section 56002 and 56006.

- Any support services or instruction funded, in whole or in part, under the authority of Title 5, C.C.R., 56000, must:
- Not duplicate services or instruction which are otherwise available to all students;
- Be directly related to the educational limitations of the verified disabilities of the students to be served;
- Be directly related to the student's participation in the educational process;
- Promote the maximum independence and integration of students with disabilities; and support participation of students with disabilities in educational activities consistent with the mission of the community colleges as set forth in Education Code Section 66701.

K. Working Day:

"Working day" means a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, holidays and summer and winter session days.

Original Issue Date: October 1, 2006

Initiated by: Instructional & Student Services

Dates of Changes: October 29, 2014

References: Title 5, C.C.R., 56000, 56002, 56004, 56005, 56006, 56010, 56026, 56027, 56028, 56029, 56048.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.