

5140

Administrative Regulation

Disabled Students Programs and Services

In compliance with state and federal laws and in order to create an educational environment where students with disabilities have equal access to instruction without compromising any course, educational program or degree, the procedures outlined below have been developed.

ACADEMIC ACCOMMODATIONS PROCEDURES

1. The student bears the responsibility of presenting to the Center for Students with Disabilities (CSD), professional documentation of specific educational limitations before an academic accommodation authorization will be granted.
2. If the student does not have appropriate verification of disability, the CSD will initiate an assessment to determine and document a disability if within the scope of assessment services provided by the CSD and deemed necessary by a CSD professional.
3. A CSD professional who meets the standards established by state regulations, will assess and document the extent and the effects of the current disability. Depending on the severity and educationally-related functional limitations of the assessed disability, the CSD professional shall recommend accommodations upon request of the student.

Informal Resolution of Conflicts over Academic Accommodations

1. The College is charged with determining and providing what it believes to be the appropriate academic accommodation for a student. A student who disagrees with the academic accommodation(s) prescribed by the CSD should discuss his/her concern with the CSD professional recommending the accommodation. If the student's concern continues to be unresolved, the student should discuss his/her concern with the DSPS Program Manager. If the concern continues to be unresolved, the next step is to contact the 504 Coordinator as outlined in # 5a below.
2. If an instructor has a question about an accommodation requested by a student with a verified disability, the instructor should promptly contact the CSD. Informal meetings and discussions among the instructor, the student, the appropriate members of CSD and/or other appropriate members of the college community are essential at the outset, and will be completed within five (5) instruction days following the request for the accommodation.

- a. If no informal resolution can be found within five (5) instruction days and the accommodation is not allowed, the CSD professional, student or the instructor will refer the matter to the 504 Coordinator as soon as possible for review. The 504 Coordinator will make a decision regarding the accommodation within five (5) instruction days of having received the matter.
- b. If any of the parties disagrees with the decision, they will notify the 504 Coordinator in writing within five (5) instruction days. The 504 Coordinator will then proceed with the Formal Hearing process (see page 4).
- c. The accommodation originally authorized by the CSD will be allowed for a maximum of three (3) instruction weeks during which time a resolution will be achieved. If the decision of the Academic Accommodation Hearing Committee is that the accommodation is not reasonable, the accommodation will either be modified or rescinded depending upon the Committee's recommendations (see page 3).

COURSE SUBSTITUTIONS

If the student, representative from the division of the student's intended major, and CSD mutually agree upon a course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, and the course in question is not essential to the student's individual course of study, the course substitution will be granted and documented. If the student's request for course substitution has been denied and the student remains unable to complete a course, the following steps must be completed.

1. The student must file a written, formal request for course substitution with CSD. This request must be received by the CSD prior to enrolling in the student's final semester to avoid last semester negotiations.
2. A preliminary review of the student's disability-related need for a course substitution will be made, taking into account the unique needs of each student. This review must be conducted by a team of appropriate professionals within CSD, including the DSPS Program Manager. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor's Office relevant to the student's disability must be demonstrated to the CSD office in order to proceed with a formal request (Sections 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5).
3. If the CSD team determines that the above requirements are met, it will develop an educational plan for the student that addresses the student's particular disability, immediate and future educational and career goals,

and how this particular course substitution will affect any prerequisite, graduation or transfer requirements detailed by this educational plan. Within five (5) instruction days of receiving the formal request, CSD will present this plan in writing to a committee consisting of the following: the Associate Dean of the CSD, CSD professional recommending the accommodation, faculty member from the department of the student's intended major, and two designees from the Academic Senate one of whom is from the academic division of the course in question. Additional representatives may be added, if members of this committee deem it necessary. Within ten (10) instruction days of the referral from CSD, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program. The committee will also develop and submit to the student, a written individualized plan for accommodations or adjustments that address the appropriate educational needs as they relate to the educational goals of the student. The plan developed by the committee becomes effective immediately and will be coordinated and implemented by the CSD. The DSPS Program Manager or his/her designee will ensure that the provisions of the plan are followed. If the committee cannot reach consensus, then the matter will be referred to the 504 Coordinator to review and begin the Academic Accommodation Hearing Process within five (5) instruction days.

4. Any course substitution provided for students determined to require such an academic accommodation should guarantee that any grade assigned to these students is based on their ability to demonstrate comparable concept mastery to that of other students enrolled in the course being replaced. For this reason, special project courses or others designated by the division may be assigned as the appropriate substitution courses and should incorporate those essential concepts as identified in the course outline of record for the course being replaced.
5. If the substituted course is required for transfer, and the student plans to transfer, the student is responsible for contacting the transferring institution regarding the acceptability of the substitution. Glendale Community College students will be informed in writing that a substitution granted by Glendale Community College may not be recognized by a subsequent educational institution.

ACADEMIC ACCOMMODATION HEARING PROCESS

Students or instructors wishing to appeal a decision made by the 504 Coordinator at the conclusion of the informal resolution process or a decision made by the committee on course substitutions mentioned in Item 3 above will file a formal written request for a hearing with the College's 504 Coordinator. The 504 Coordinator is located on campus, in AD 125 (818) 240-1000, extension 5128.

1. The 504 Coordinator is responsible for informing the complainant of his/her rights, responsibilities and procedures.
2. An Academic Accommodation Hearing Committee will be convened by the 504 Coordinator to review the complaint. The committee will be comprised of the following voting members:
 - a. DSPS Program Manager
 - b. The Vice President of Instructional Services or his/her designee
 - c. The Division Chair from the student's course in question.
 - d. The Division Chair from the student's intended major
 - e. The Academic Senate President or his/her designee.
3. The 504 Coordinator shall serve as Chairperson and will vote only in case of a tie and will be responsible for appointing a secretary or provide for a tape recording and written minutes of the hearing.
4. All voting members, including the Chair, shall constitute a quorum by which the hearing may proceed.
5. Both parties have the right to present witnesses, testimony, and evidence but only as related to the case.
6. Both parties have the right to be accompanied by an advocate in the formal appeal hearing. Attorneys are not permitted unless the Committee finds that complex legal issues are raised by the case.
7. The hearing shall be closed to the public.
8. The Committee shall judge the evidence presented and shall render a written decision within five (5) instruction days following the commencement of the hearing; copies of the findings shall be sent to the College Superintendent/ President. The College Superintendent/President will review the decision of the Committee and will either accept or modify the decision.
9. The College Superintendent/President shall inform the complainant and the committee of his/her final action by certified mail within five (5) instruction days of the receipt of the Committee's findings.
10. Written minutes and a tape recording of the proceedings shall be kept in a confidential file by the College Superintendent/President and shall be available to the parties. All documents shall be filed separately from the personnel files of the participants.
11. The Superintendent/President's decision shall be the final decision rendered and shall be implemented within five (5) instruction days.

General Provisions

1. The time limits specified herein shall be considered maximum and every effort shall be made to expedite the process. Time limits may be extended only by mutual consent, in writing.
2. The complainant may withdraw the appeal at any time. However, the same appeal shall not then be filed again by the same complainant.
3. The 504 Coordinator may be consulted by either party regarding any of these procedures.

OTHER COMPLAINTS

Students wishing to file complaints or grievances based upon discrimination on the basis of physical, neurological or mental disability should contact the College's 504 Coordinator located in the Vice President, Student Services office or at (818) 240-1000, extension 5128.

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