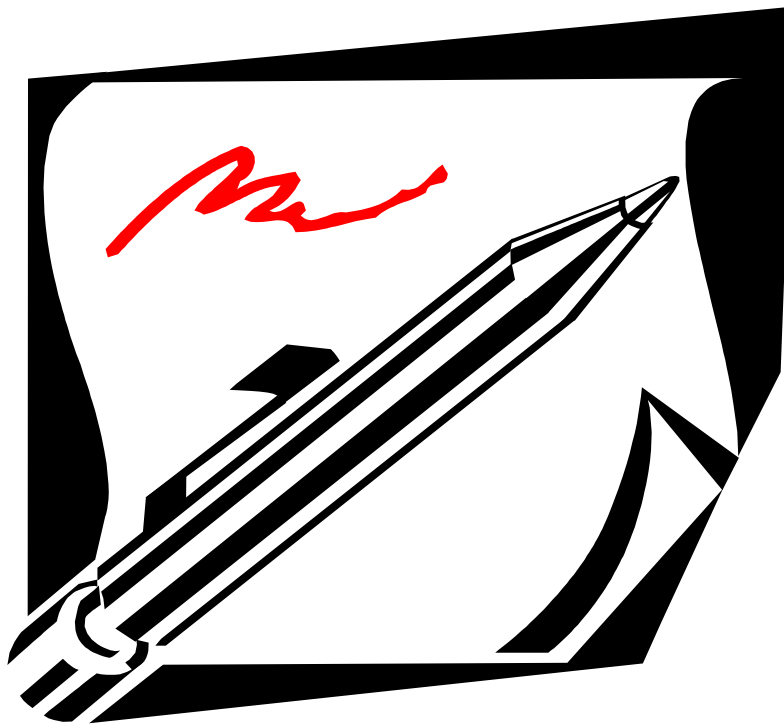


# CAÑADA COLLEGE

4200 Farm Hill Blvd.  
Redwood City, Ca 94061  
Phone (650) 306-3259 Fax (650) 306-3185  
TDD (650) 306-3161



## DSP&S STUDENT POLICIES AND PROCEDURES

## **CAÑADA COLLEGE'S DISABLED STUDENT PROGRAMS AND SERVICES**

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Cañada College's DSP&S provides adaptive technology, reasonable accommodations, academic adjustments, instruction and services to students with a wide range of disabilities. The Disability Resource Center's goal is to increase access to the college's instructional and vocational programs.

Services include a disability management class, assessment, interpreting, real-time captioning, test-taking accommodations, academic advising, learning strategies, time management, books on tape, priority registration and self-advocacy skill building.

For more information for arranging, call the Disability Resource Center (**Bldg. 5, Room 207**) at **(650) 306-3259** or email the DSP&S Director at [\*\*blokr@smccd.net\*\*](mailto:blokr@smccd.net)

### **DSP&S MISSION STATEMENT**

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Cañada College's DSP&S reinforces the general mission of the college by meeting the individual needs of students with disabilities. This is accomplished by providing quality support services that are responsive to the college's student population.

Support services and academic accommodations improve access to vocational and instructional programs on and off-campus. Furthermore, DSP&S assists students with improving their own self-advocacy skills as well as learning, if possible to compensate for their disabilities. The Disability Resource Center is a valuable resource to students, faculty, staff and administration. We also work closely with other agencies and programs such as Department of Rehabilitation and Workability III.

## DSP&S's GOALS

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Overall, the broader goals are delineated as follows:

- Encourage personal and academic growth in students with disabilities
- Facilitate access to instructional and vocational programs as well as services
- Improve students' success by identifying educational limitations and provide appropriate and reasonable accommodations and assist in setting goals
- Improving student retention and transfer rate as well as completion of degrees and certificates
- Improving students' independence, self-esteem, and encouraging self-advocacy
- Integrating students with disabilities into the overall college's instructional programs and services
- Maximizing student's potential by identifying, clarifying and developing academic and vocational goals (**WorkAbility III, Department of Rehabilitation** or career counseling on campus)

**\* The individual student shall be responsible for the provision of personal attendant care. DSP&S staff is not legally required to provide such service.**

## STUDENTS' RESPONSIBILITIES

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Students receiving services and/or instruction through the DSP&S office shall:

1. Comply with the Student Code of Conduct adopted by the district and college as written in the college catalog;
2. Be responsible in their use of DSP&S services and adhere to written policies adopted by DSP&S;
3. **Make measurable progress toward the goals** established in the student's Student Education Contract (SEC), or when the student is enrolled in a regular college course, meet academic standards established by the college

# GENERAL SERVICES PROVISION REQUIREMENTS

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- Students must possess the ability to respond appropriately to questions, follow directions and demonstrate the potential to benefit from special programs and services (“**ability to benefit**”).
- Students must demonstrate appropriate self-help behavior.
- Students receiving special services (interpreters, mobility assistance, testing accommodations and other services) must notify the DSP&S office **24 hours** in advance of their absence prior to the time these special services have been scheduled to be delivered. Three (3) failures to do so may result in the termination of the service. For your convenience, messages may be left at **306-3259**.
- Students must demonstrate annual measurable academic progress.

## LEGAL RESPONSIBILITIES OF DSP&S

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**Title 5 of the California Code of Regulations** indicate that a “district may adopt a written policy providing for the suspension or termination of DSP&S services where a student fails to comply with (code of conduct and measurable progress policies). Such policies shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of these policies upon first applying for services from DSP&S.”

Cañada College Disability Resource Center has a charge to see that services are used in a responsible manner. DSP&S has the responsibility to establishing requirements for measurable progress. If students do not follow the established policies or a lack of measurable progress is apparent, the student will be notified of the possibility of cessation of DSP&S services (If student continues to **not** make measurable progress, DSP&S may discontinue services).

There are only two ways that eligible students may be denied services through DSP&S:

1. Lack of measurable progress
2. Abuse of services

### Measurable Progress

A lack of measurable progress may result in a termination of DSP&S services and may be denied in any of the following ways:

- Failure to meet college academic standards as defined by reaching a college status of Academic Dismissal or Progress Dismissal
- Two consecutive semesters of inability to follow DSP&S service policies
- Failure to make progress toward the goals outlined in the student's Student Educational Contract (SEC) for two consecutive semesters

### Abuse of Services

- Abuse of services is defined as an inability to follow the policies and procedures of individual services that students are using.
- The student will be notified in writing that unless he/she meets with the DSP&S Director to discuss the area of concern, the service will be suspended one (1) week from the date of the letter.

## **SPECIFIC SERVICES GUIDELINES**

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### Interpreting and Real-Time Captioning Services

To establish interpreter services, arrange an advising appointment with the DSP&S Director, by calling **(650) 306-3259**.

Interpreter and real-time captioning services will be provided for students with documented hearing and/or speech impairments through the Disability Resource Center. The Director will contact and assign interpreters.

- Students will report absences at least **24 hours** in advance to the Disability Resource Center. If there is no answer, a message may be left using California Relay Services or phoning our **TDD (650) 306-3161**.

- In case of an emergency that prevents a student from attending class, he/she will notify the Disability Resource Center as soon as possible.
- Interpreters will wait only 15 minutes outside of the classroom for a student. Interpreters are required to notify the Disability Resource Center when a student is absent from class.
- If your interpreter does not attend a class session, the student should notify Disability Resource Center

### **Note-taking Services**

To establish note-taking services, arrange an appointment with Director by calling **306-3259**.

- Note-taking and NCR paper will only be provided to a student who has a documented disability.
- The Disability Resource Center will provide the student with duplicate note-taking paper (NCR) for class.
- Students are required to be in class to receive notes from that day.