



College Coordinating Council Meeting

Wednesday, March 28, 2018
 A124 – President’s Conference Room
 9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:

- Dr. Susan Lowry/Van Rider, Academic Senate
- Vacant, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Dr. Bonnie Suderman, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of February 28, 2018.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 4250 – Probation	Erin	5 minutes	
IV. AP 4255 – Dismissal and Readmission	Erin	5 minutes	
V. AP 5140 – Disabled Student Services and Programs	Erin	5 minutes	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: April 11, 2018			



College Coordinating Council Minutes

Wednesday, February 28, 2018
A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate
Michelle Arvizu Garcia, Associated Student Organization - **ABSENT**
Ed Knudson, President - **ABSENT**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators - **ABSENT**
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services - **ABSENT**

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of December 13, 2017.	All		The minutes were approved as presented.
II. Constituent Reports	All		There were no reports.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP 6330 – Purchasing	Ed	2 minutes	It was agreed to go forward to the March 12, 2018 board meeting.
IV. BP & AP 7400 – Travel	Ed	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.
V. BP 4020 – Program, Curriculum, and Course Development	Bonnie	2 minutes	It was agreed to go forward to the March 12, 2018 board meeting.
VI. AP 4228 – Course Repetition – Significant Lapse of Time	Bonnie	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.
VII. AP 4229 – Course Repetition – Variable Units	Bonnie	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.
VIII. AP 4235 – Credit By Examination	Bonnie	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.
IX. AP 4236 – Advanced Placement Credit	Bonnie	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.

X.	AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	2 minutes	It was agreed to send out to the constituent groups and return to the April 11, 2018 CCC Meeting.
XI.	AP 3435 – Complaint Procedure for Discrimination or Harassment	Mark	2 minutes	There was some discussion on the definition of retaliation and this item will be brought back at another meeting.
XII.	BP 7250 – Educational Administrators	Mark	2 minutes	It was agreed to go forward to the March 12, 2018 board meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: March 14, 2018				It was agreed to meet from 8:45 – 9:45 a.m. due to the Lock Down Drill.

BP 4250 Probation, Dismissal and Readmission

Reference:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

**Education Code Section 70902(b)(3);
Title 5, Section 55030-55034**

Probation

~~A student who has attempted 12 units of AVC credit shall be placed on academic probation when the earned GPA in all units attempted at AVC is less than 2.0.~~

~~A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).~~

~~A student shall be placed on progress probation if he or she has enrolled in at least 12 semester units and the percentage of all units attempted in which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent (50%).~~

~~A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent.~~

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the College Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of all units attempted in which entries of "W," "I," "NC," and "NP" percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty (50) percent (50%).

Dismissal

~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.~~

~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.~~

~~A student who is on progress probation shall be subject to dismissal if the percentage of units in which entries of "W," "I," "NC," and "NP" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).~~

~~A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" is recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.~~

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student-continued- on probation (dismissal) if the student earned satisfactory entries of "A," "B," "C" or "P" during the last semester of enrollment, earned a grade point average of

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BP 4250 Probation, Dismissal and Readmission

Reference:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

~~Education Code Section 70902(b)(3);~~
~~Title 5, Section 55030-55034~~

~~2.0 or higher, in which case the student shall remain on probation.~~

~~-Readmission~~

A student who has been dismissed may request reinstatement after the passage of one semester and may be conditionally readmitted upon petition to the Dean ~~of Student Services (Counseling and Matriculation)~~ or designee. The Dean of ~~Student Services (Counseling and Matriculation)~~ may grant, deny, or postpone reinstatement.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Adopted: 2/6/06
Revised: 12/10/07
Revised: 9/14
Revised 02/01/189/17

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Line spacing: single

AP 4250 Probation, ~~Dismissal and Readmission~~

Reference:

Title 5, Section 55030, 55031, 55032, 55033, 55034

Notification of Probation. Each student ~~will is entitled to~~ be notified of his/her **unsatisfactory** academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled at the community college that they attend. ~~If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.~~ At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter. The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

Probation I:

A student who has attempted 12 units of AVC credit shall be placed on academic probation when the earned GPA in all units attempted at AVC is less than 2.0. A student shall be placed on progress probation if he or she has enrolled in at least 12 semester units and the percentage of all units attempted in which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent (50%).

A hold will be placed on the student's account preventing enrollment in the subsequent term. Units will be limited to ten (10) for the subsequent major semester and to four (4) units for Intersession and Summer. Per the discretion of the Dean of Counseling and Matriculation, exceptions may be allowed resulting in the increase of units to twelve (12) for a major semester. Students will be required to attend a PRIDE I Workshop prior to the beginning of the subsequent semester, generally conducted in January, February and June through August. The hold will be removed after the student completes a PRIDE I Workshop. Students will be required to meet with a PRIDE counselor prior to week eight (8) of the semester and must complete an online webinar/tutorial (i.e. Student Lingo) or Learning Center workshop by the eighth (8th) week of the subsequent semester.

Probation II:

Students who do not meet the academic standard of Good Standing (2.0 GPA and 51% completion rate) at the end of the second semester of the probation process are placed on Probation II. A hold will be placed on the student's account preventing enrollment in the subsequent term. Students will lose priority registration for all subsequent semesters until a Good Standing is earned.

The students will be required to attend a PRIDE II Workshop, meet with a PRIDE counselor prior to eight (8) of the semester, and must complete an online webinar/tutorial (i.e. Student Lingo) or Learning Center workshop by the eighth (8) week of the subsequent semester.

~~A student who is on academic probation and earns a semester grade point average of or better shall not be dismissed as long as this minimum semester grade point average is maintained.~~

~~Academic Probation. Academic probation reports are completed after grades have been submitted and GPA's have been re-calculated for the semester. Students are notified of their probationary status. A hold is placed on the student record that prevents registration. The student is required to have college counselor contact (workshop/appointment) before the academic probation hold will be released.~~

~~The student is required to complete a contract that outlines a plan to get off academic probation which could include a limitation of units in which a student may enroll.~~

~~Progress Probation. Progress probation reports are completed after grades have been submitted and GPA's have been re-calculated for the semester. Students are notified of their probationary status. A hold is placed on the student record that prevents registration. The student is required to have college counselor contact (workshop/appointment) before the progress probation hold will be released.~~

~~The student is required to complete a contract that outlines a plan to get off progress probation which could include a limitation of units in which a student may enroll.~~

~~Standards for Dismissal A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).~~

~~Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.~~

~~Appeal of Dismissal. The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written~~

~~petition of appeal with the Dean of Student Services (Counseling) after the dismissal letter was mailed. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Student Services (Counseling) or by the Dismissal Appeals Committee.~~

~~The student will be continued on probation until the Dean of Student Services (Counseling) or the Dismissal Appeals Committee decides on the student's appeal.~~

~~The decision of the Dean of Student Services (Counseling) or the Dismissal Appeals Committee will be communicated to the student in writing by the Dean of Student Services (Counseling). The Dean of Student Services (Counseling) will notify the student of his/her action within 30 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Student Services (Counseling) in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Student Services (Counseling) or the Dismissal Appeals Committee. The decision of the Vice President of Student Services is final.~~

~~If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.~~

~~Fall Dismissals. Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than December informing students that:~~

- ~~If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.~~
- ~~If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.~~

~~Procedure for Fall Dismissal Appeals. Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:~~

- ~~Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.~~
- ~~Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.~~

~~Standards for Evaluating Appeals. Dismissal appeals may be granted under the following circumstances:~~

- ~~If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.~~
- ~~The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.~~
- ~~When there is evidence of significant improvement in academic achievement.~~

~~Re Admission After Dismissal. In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:~~

- ~~Documented extenuating circumstances (considered during appeal).~~
- ~~Marked improvement between the semesters on which disqualification was based.~~
- ~~Semesters on which disqualification was based were atypical of past academic performance.~~
- ~~Formal or informal educational experiences since completion of semesters on which disqualification was based.~~
- ~~Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.~~

2/6/06

Revised: 1/8/07

Revised: 12/10/07

Revised: 6/11/18

AP 4255 Dismissal and Readmission

References:

Title 5 Sections 55033 and 55034

Standards for Dismissal:

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters. A student who is on progress probation shall be subject to dismissal. A student who has been placed on probation shall be subject to dismissal, if the percentage of units in which entries of "W," "I," "NC," and "NP" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

Students will be dis-enrolled if one of the following occurs: Student does not file an appeal within the allotted time; Student's appeal is denied. A hold will be placed on student's account preventing enrollment in the subsequent term. Dismissal students are ineligible to attend AVC for a minimum of one major semester. In addition, students will lose priority registration for all subsequent semesters until Good Standing is earned.

Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and the procedure to appeal the dismissal.

Appeal of Dismissal. The student has the right to appeal a proposed dismissal action, if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the Dean of Counseling and Matriculation. Appeals will be accepted after the initial dismissal letter has been emailed via the internal AVC email system. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Counseling and Matriculation or by the Dismissal Appeals Committee.

The student will be continued on probation (dismissal) until the Dean of Counseling and Matriculation or the Dismissal Appeals Committee decides on the student's appeal.

The decision of the Dean of Counseling and Matriculation or the Dismissal Appeals Committee will be communicated to the student in writing within 30 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and Matriculation in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Counseling and Matriculation or the Dismissal Appeals Committee. The decision of the Vice President of Student Services is final.

If the dismissal appeal is granted, the student will be continued on probation (dismissal) for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student earned Good Standing, should be dismissed, or should be continued on probation (dismissal).

Standards for Evaluating Appeals. Dismissal appeals may be granted under the following

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circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission After Dismissal. Students will be required to attend a PRIDE III (Dismissal) Workshop. The following will be considered in determining the number of units the student may be allowed to enroll in upon return:

- Grade point deficiency
- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

2/6/06

Revised: 1/8/07 Revised:

02/01/18

AP 5140 Disabled Student Services and Programs

Reference:

Title 5, Sections 56000 et seq.

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

Students will receive a response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee within 3-10 days.

Long Term Goals for the OSD Program

The OSD Program will be to provide disabled students equal access to education by providing quality support services that directly relate to a students' limitations as a result of their disability; assist students with their understanding and acceptance of their limitations as a result of their disability; foster independence by helping students to articulate their needs to AVC instructors and staff; and contribute to the educational success of all students with disabilities on the AVC campus.

Short-term Measurable Objectives for the OSD Program

Students will gain an increased awareness and understanding of their disability, or disabilities and their functional limitations that result from their disability.

Students with disabilities will learn the specific support services/reasonable accommodations that have been recommended by OSD staff and that they are entitled to receive as a result of their disability. Increase the awareness and understanding by students with disabilities regarding their recommended reasonable accommodations/ supportive services that they are entitled to receive.

Definition of Disabilities and Students Eligible for the Program

A student with a disability is a person enrolled at a community college who has a verified impairment that limits one or more major life activities, which imposes an educational limitation. An educational limitation prevents the student from fully benefiting from classes, activities or services offered to non-disabled students, without specific additional support services or instruction. Services and accommodations provided by OSD must be directly related to the student's educational limitation.

Mobility Impairment – an orthopedic or physical impairment that causes a serious limitation in locomotion or motor functions in the educational environment. Mobility impairment includes, but is not limited to, the following:

- Impairments caused by congenital anomaly (e.g. clubfoot, absence of a body member, etc.)
- Impairment caused by disease (e.g. poliomyelitis, bone tuberculosis, etc.)
- Impairments from other causes (e.g. cerebral palsy, amputation, fractures and burns that can cause contractors).

Other conditions in this category include: carpal tunnel, arthritis, spinal cord injury, post polio,

multiple sclerosis, muscular dystrophy, back injury, etc.

Mobility impairment does not apply to a mobility limitation due to seeing, hearing, or psychological limitations or mobility limitation resulting from a brain trauma (ABI).

Mobility Impairment can be verified, if possible, by the personal observation of an OSD professional staff member with the OSD Director's review, by documentation from a physician, or through documentation from a referring agency that obtains its verification from a physician.

Visual Impairment – A total or partial loss of sight that adversely affects a student's educational performance. Visual impairment includes the following conditions:

- Blindness is visual acuity of 20/200 or less in the better eye after correction; or visual loss so severe that it no longer serves as a major channel for information processing.
- Partial sightedness is visual acuity of 20/70 or less in the better eye after correction, with vision still capable of serving as a major channel for information processing.
- Visual impairment does not apply where the loss or impairment is the result of a psychological condition or ABI.
- Visual impairment can be verified by a physician, a licensed vision professional or through documentation from a referring agency that obtains its verification from a physician or other licensed eye professional. This disability can be verified by an OSD staff member, only if that person has the appropriate license.

Hearing Impairment – total deafness or a hearing loss so severe that a student is impaired in processing information through hearing, with or without amplification. Hearing impairment is defined as:

- Deaf means a total or partial loss of hearing function so severe that it no longer serves as a major channel for information processing. For purposes of this definition, deafness is defined as a condition that requires the use of communication in a mode other than oral language including sign language, telephone devices for the deaf, etc. or;
- Hearing limitation means a functional loss in hearing which is still capable of serving as a major channel for information processing and is measured as follows:
- A mild to moderate hearing impaired person is one whose average unaided hearing loss in the better ear is 35 to 54 dB in the conversational range or average aided hearing loss in the better ear is 20 to 54 dB.
- A severely hearing impaired person is one whose average hearing loss in the better ear (aided or unaided) is 55 dB or greater in the conversational range, or a person with speech discrimination of less than 50%, or medical documentation of rapidly progressing hearing loss.
- Hearing impairment does not apply where the loss or impairment is the result of a psychological disability, autism, or ABI.

Hearing Impairment can be verified by a physician, a licensed hearing professional or through documentation from a referring agency that obtains its verification from a physician or other licensed hearing professional. This disability can be verified by an OSD staff member, only if that person has the appropriate license.

Speech Impairment – one or more speech and language disorders of voice, articulation, rhythm and/or the receptive and expressive processes of language that limits the quality, accuracy, intelligibility or fluency of producing the sounds that comprise spoken language.

Speech impairment does not apply to language having to do with a foreign accent. It also does not apply to any limitation that is caused by a physical or hearing impairment, psychological disability or ABI.

Speech impairment can be verified by a licensed speech professional or through documentation from a referring agency that obtains its verification from a licensed speech professional. This disability can be verified by an OSD staff member, only if that person has the appropriate license.

Learning Disability – a persistent condition of a presumed neurological impairment. This dysfunction continues despite instruction in standard classroom situations. Learning disabilities are exhibited by:

- Average to above average intellectual ability; and
- Severe processing deficit(s); and
- Severe aptitude-achievement discrepancy(ies); and
- Measured achievement in an instructional or employment setting.

Learning disability does not apply to learning problems resulting from cultural deprivation, English as a second language, physical, visual, or hearing impairments, psychological disabilities, ABI, below average intellectual functioning, or any health related disabilities.

Learning Disability must be verified using the community college LD eligibility model. OSD staff members who meet the appropriate minimum qualifications for community college LD specialists and have completed training in the community college LD eligibility model can verify this disability. Documentation of appropriate test results from a referring agency may be used in the community college LD eligibility model.

Acquired Brain Injury – an acquired injury to the brain caused by external or internal trauma, resulting in total or partial functional disability that adversely affects or limits a student's educational performance by impairing:

- Cognition, information processing, reasoning, abstract thinking, judgment and/or problem solving
- Language and/or speech
- Memory and/or attention
- Sensory, perceptual and/or motor abilities
- Psycho social behavior, or
- Physical functions

ABI does not apply to functional limitations resulting from brain trauma induced by birth, present at birth or which is progressive and/or degenerative in nature. ABI students cannot be claimed under any other disability category.

ABI can be verified by a physician or by the documentation of a referring agency that obtains its verification from a physician.

Developmentally Delayed Learner – A student who exhibits both below average intellectual function and potential for measurable achievement in instructional and employment settings. In other words, this disability is defined as learning deficits resulting from below average intellectual functioning that adversely affects educational performance, existing concurrently with measurable potential for achievement in educational and/or employment settings.

DDL does not apply to learning problems that can be explained by any physical, visual, hearing, speech impairment, ABI, psychological disabilities or other disabling factors.

DDL can be verified by the OSD Director or DDL specialists using documentation from a referring agency.

Psychological Disability – a persistent psychological or psychiatric disorder, emotional or mental illness that adversely affects educational performance. Psychological disability is a condition which:

- is listed in the current revision of the American Psychiatric Association Diagnostic and Statistical Manual (DSM), and
- is coded as Axis I or II as moderate to severe,
- reflects a psychiatric or psychological condition that interferes with a major life activity, and
- poses a functional limitation in the educational setting. This disability does not apply to:
 - Any condition designated by the DSM with a V code signifying that it is not attributable to a mental disorder.
 - Any condition designated by the DSM as a developmental disorder (mental retardation, pervasive developmental disorder or specific developmental disorder), or that is covered by another disability category.

Other Disability – all other verifiable disabilities and health related limitations that adversely affect education performance but do not fall into any of the other disability categories. Therefore, it is first necessary to consider whether the condition qualifies in any of the specific disability categories discussed above. If so, the student should be served and reported under the appropriate disability specific category.

A student should only be categorized under “other” if the student has a current verifiable impairment, which meets the general definition of a disability with an educational limitation, but does not qualify in any of the disability specific categories.

“Other” disabilities include conditions having limited strength, vitality, or alertness due to chronic or acute health problems. Examples are environmental disabilities, attention deficit disorder, heart conditions, tuberculosis, nephritis, sickle cell anemia, hemophilia, leukemia, epilepsy, acquired immune deficiency syndrome (AIDS), diabetes, etc. In addition, a person may be protected under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act because he or she has a history of disability or is regarded as having a disability.

“Other” disability must be verified by an appropriately licensed or certified professional or through documentation from a referring agency that obtains its verification from an appropriately licensed or certified professional.

Student Education Contract (SEC)

Support Services, Technology Accessibility and Instruction

OSD staff will work with students on an individual basis to determine what special class, or support services are required as a result of a student's disability. Verification from an appropriate professional may be required before any support services/reasonable accommodations can be recommended. Furthermore, all support services/reasonable accommodations must address the student's educational functional limitations as a result of their disability.

Adaptive Physical Education KIN 101: This physical education course is designed for students who have physical limitations and who wish to participate in an individualized physical exercise program that will meet their individual needs. KIN 101 students will have the use of adaptive weight machines, aerobic bicycles, tread mills, and a heated pool with a lift.

Alternative Media: Conventional print converted into Braille, large print, and audio CDs. **Alternative Seating:** Accessible tables and chairs available in all classrooms.

Assistive Listening Device: Amplification device worn by hard of hearing persons so they can hear the instructor and classroom discussions.

Close Captioning: Captioning of videos, or DVDs.

Equipment Checkout: Equipment for checkout include calculators, spell checkers, tape recorders, and MP3 players for audio formatted textbooks. **Handicapped Parking:** Handicapped parking in all parking lots.

High Tech Center: Training for students on adaptive computerized hardware and software. The access technology available include closed circuit TVs (CCTV), PC based screen readers and print reading programs (i.e., Jaws, Kurzweil 1000 and 3000).

American Sign Language (ASL) Interpreter Service: ASL interpreters utilized in classroom, or AVC campus functions.

Note takers: Copy of a student's classroom notes.

Priority Registration: First group of students allowed to register.

Reader/Scribe: Student Aide who reads, or writes for a disable person in a classroom, or during an exam.

Learning Ally: Audio textbooks or downloads.

Registration Assistance: Help for students during the registration process.

Real Time Captioning: Use of a transcriptionist to transcribe the classroom lecture on to a PC for students who are hard of hearing.

Test Accommodations: Use of readers, scribes, and or extended time for exams

Student Rights and Responsibilities/Substitution and Waivers

Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.

Receiving support services or instruction authorized under this subchapter shall not preclude a student from also participating in any other course, program or activity offered by the college.

- No qualified individual with a disability may be discriminated against by a department, agency, special purpose district, or other instrumentality of a state or local government (Title 2 of the Americans with Disabilities Act).
- No qualified handicapped student shall, on the basis of handicap, be excluded from

participation in, be denied the benefits of, or otherwise be subjected to discrimination under any postsecondary education program or activities (Section 504, 84.43[a]).

- An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or students. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution or specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted (Section 504, 84.44[a]).
- The modifications postsecondary institutions are required to make may be referred to as “academic adjustment” or “reasonable accommodation.” Examples of academic accommodation include modification to degree requirements (e.g., time to complete the degree, course substitution/waiver, adaptation in the manner in which a course is conducted), modifications to course examinations (e.g., additional time, alternative testing measures), and the use of auxiliary aides (e.g., readers, calculators).

All records maintained by OSD personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Subchapter 2 of chapter 5 of this Division

Academic Accommodations Plan

Disability Services Specialist or director in the Office for Students with Disabilities program will work collegially with all students that have disabilities, the faculty, and staff to arrive at an appropriate accommodation that will meet the student’s individual and specific needs.

The accommodation process shall be as follows:

1. The student will complete an intake packet, which includes their disability verification documents. An appointment will be scheduled with a Disability Services Specialist to discuss and determine the accommodation(s).
2. The Academic Accommodation Plan (AAP) will be completed, which includes the student’s Educational Limitations and the Academic Adjustments, Auxiliary Aides Services and/or Instruction Approved for this student, along with a signature portion.
3. The Program Eligibility verification form will include the student’s course adjustments and auxiliary aids, without the student’s educational limitations. This is the form that the student will use to provide to their instructors to receive accommodations. The Program Eligibility Verification form is also the written contract for the student stating their specific accommodations.

When a mutually accepted accommodation cannot be reached between an OSD staff member and a student, the student will be sent an Accommodation Denial form explaining the denial, which will include contact information to appeal to the Vice President of Student Services, who will make final determination.

For community members, all other reasonable accommodation requests AVC has also created an internet based OSD reasonable accommodations form and process. This request form is to be utilized when a person with a disability feels that an accommodation will be necessary for them to participate in any of AVC’s activities, services, and programs.

Advisory Committee.

Each district receiving funds pursuant to this subchapter shall establish, at each college in the district, an advisory committee which shall meet not less than once per year.

The OSD Advisory Committee shall meet at least once a year, at a minimum, include students with disabilities and representatives of the disability community and agencies or organizations serving persons with disabilities.

OSD Staffing

The OSD program employs the following staff members to serve students with disabilities and the AVC community with the purpose to assist students as they strive to attain their educational goals.

Full-time employees

Director Office for Students with Disabilities
OSD Disability Services Specialist
Learning Disability Technician
Access Technology Alternative Media Clerical III
High Tech Center Lab Technician
Adaptive Physical Education Instructor

2/6/06

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