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**Kern Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5140 Disabled Student Programs and Services**

**References:**

Title 5 Sections 56000 et seq.

**Note: This procedure is legally required**

The District shall maintain a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to District classes and programs.

**Such plan shall include:**

- 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, including:
  - Procedure for timely 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;
  - Long-range goals, short-term measurable objectives, and student learning outcomes which are part of the annual unit report;
  - Definitions of disabilities and students' eligibility criteria are taken directly from Title 5;
  - Accommodations and support services may include, but are not limited to: priority registration, note-taking, test-taking accommodations, reader services, adaptive computer technology, adaptive equipment loans, academic advising, disability related counseling, career counseling, electronic textbooks, captioned videos, communication services for deaf and hard of hearing;
  - Disability verification is to be provided by the student and must be from an appropriate certified licensed professional and/or physician. Learning disability verification is provided by the Learning Disability Specialist through the California Community College Learning Disabilities Eligibility Model;
  - The Disabled Student Programs and Services (DSPS) Student Handbook provided to all DSPS students clearly states their rights and responsibilities as they relate to DSPS and to the college;
  - Every DSPS student has an Academic Accommodation Plan (AAP) in their

DSPS file which was developed by the DSPS counselor in conjunction with the student;

- Based on the verified disability(ies) each DSPS student has the appropriate academic adjustments, auxiliary aids and services included in their AAP;
- Board Policies and Procedures have been approved for course substitutions and waivers for students with disabilities; and
- All DSPS staff meet and/or exceed the minimum qualifications set forth in Title 5, Section 56048.

The District's goal is to remove barriers to ensure that all qualified employees or students with disabilities are not excluded from or denied the benefits of services, programs, or activities due to inaccessible or unusable facilities. The District shall designate a coordinator for ADA-related activity at each of its colleges. The college DSPS coordinator shall monitor compliance efforts, investigate complaints, complete an initial ADA self-evaluation, and update this evaluation at least every three (3) years.