



DSPS STUDENT RIGHTS AND RESPONSIBILITIES

Qualified students with a verified disability have the right to receive reasonable academic accommodations based on an educational limitation. The college faculty and staff shall not automatically reject an accommodation unless other effective, more feasible ones exist, or the identified accommodations will fundamentally alter the nature of the program or course in question. As a DSPS program student, the following rights and responsibilities apply to me.

Students: Please initial each Right and Responsibility below.

STUDENT RIGHTS

- _____ Participation in DSPS shall be entirely voluntary.
- _____ Receiving DSPS support services/accommodations or DSPS instruction shall not preclude you from participating in any other course, program, or activity offered by the college. No student shall be discriminated against on the basis of disability.
- _____ Students have the right to file a grievance if they have been discriminated against by following complaint process on the college website at <http://www.laspositascollege.edu/dsps/complaint-form.php>. Students may also communicate their complaint in writing to the DSPS Director at lpc-dsps@laspositascollege.edu.
- _____ All records maintained by DSPS personnel pertaining to your disabilities shall be protected from disclosure and shall be subject to the FERPA requirements for handling of student records.
- _____ Students have the right to receive academic accommodations as documented in their DSPS Academic Accommodation Plan (AAP) after plans are shared with instructors.

STUDENT RESPONSIBILITIES

- _____ Students must provide the necessary documentation to verify a disability.

- _____ Students are required to follow the “Student Code of Conduct” as published in the Las Positas College catalog.
- _____ Students will meet with a DSPS counselor to complete an Academic Accommodation Plan (AAP) and agree to with meet with their DSPS counselor every semester to renew academic accommodations.
- _____ Students are responsible to provide their Academic Accommodation Plan (AAP) to faculty members in a timely manner.
- _____ Students will request accommodations, alternative media, testing accommodations, and appointments according to the established program guidelines.
- _____ Students must notify the DSPS office in advance of any absence from class or appointments if you are using readers, interpreters, and/or other assistance.
- _____ Students must return equipment on loan from the DSPS at the end of each semester.*

**Note: Unreturned equipment may result in the loss of service and/or holds placed on student accounts.*

Failure to follow the written policies of the DSPS program may jeopardize the continuation of services. In such instances, the DSPS Director will notify you in writing that you are in violation of the DSPS policies and procedures and that if you continue to be in violation, services may be suspended or terminated. In all instances where services may be suspended or terminated, students will be invited to discuss individual situations before any action is taken. Students will also be notified in writing of the process for appeal of a decision that suspends or terminates services.

I have read, understand, and been given a copy of the *DSPS Student Rights and Responsibilities*.

Student Name: _____ W#: _____

Student Signature: _____ Date: _____