

ADMINISTRATIVE PROCEDURE 4055

Procedure on Academic Accommodations for Students with a Disability

Background:

The El Camino Community College District intends that its graduates master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required courses to obtain a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPS Regulations). El Camino Community College District's policy is to respond to a student request for reasonable accommodations in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors. The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students with a disability a process to request reasonable accommodations, which may include course substitution of degree requirements. As outlined in the SRC student handbook, it is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, accommodations and disability management strategies previously utilized by the student.

Academic Accommodations Committee:

The Committee shall be constituted as follows:

The El Camino College 504/Americans with Disabilities Compliance Officer or representative (chair)

The dean of the division or a designee from the department in which the course is taught

A full-time instructor who teaches the course in question or an instructor from the department in which the course is taught, or if not available, from a closely related discipline

A full-time faculty member or representative from the department of the student's major or field of concentration

The El Camino College DSP&S faculty member knowledgeable with the disability and/or educational limitations of the student.

Requests for Academic Accommodations:

There are two types of request for academic accommodations:

Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;

Request for Course Substitution – the replacement of a required course with an approved alternative course.

Reasonable Accommodations

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate student's academic access and ability to complete a course or achieve proficiency. For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as learning facilitation, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to complete an extended version of the course, and/or advisement to complete developmental courses or courses in an alternate format to promote academic success.

Procedure for requesting an accommodation:

It is the student's responsibility to provide appropriate documentation of a disability and to request course accommodations with a counselor or disability specialist in the Special Resource Center. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Enrollment Services and request reasonable accommodations.

The SRC professional staff, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability. Reasonable accommodations will commence in a timely manner relative to the term of enrollment, and are not retroactive.

After consulting with the SRC, if the student disagrees with the SRC's recommendation for accommodations, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. Additionally, if a conflict arises regarding the recommended accommodations at this level with the instructor, the SRC will initially attempt to resolve the conflict. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff will refer the matter to the 504/Americans with Disabilities Compliance Officer or representative for review.

The 504/Americans with Disabilities Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten business days.

The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access, and whether the

requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.

If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.

During this time period the SRC will continue to provide interim accommodations pending a final resolution.

Course Substitution

A course substitution is the replacement of a required course with an approved alternative course. The substituted course must provide concept mastery comparable to that of the required course.

A course substitution may be appropriate provided that a student with a verified disability believes that a) reasonable accommodations offered do not enable him/her to successfully complete a required course and b) that attempts with additional or different accommodations have been exhausted or if that his/her identified educational limitations are of such magnitude that any attempt at completing the course would be futile.

A course substitution can be granted under the following conditions:

The required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study.

The student is not likely to successfully complete the required course even with the provision of all reasonable accommodations by the college.

A suitable course for substitution exists.

The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course should one not exist. Academic requirements essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.

As specified in Title 5, Section 56006 and the Special Resource Center's student handbook, the student submits an Academic Accommodations Request form with supporting documentation to the 504/Americans with Disabilities Compliance Officer or representative.

5. Once a complete request is received, the Academic Accommodations Committee shall meet and resolve the issue within twenty business days within the primary (fall and spring) term.
6. Completion of a substitute course shall not be construed as meeting the prerequisite for other courses.
7. A course waiver is the elimination of a required course from a student's program of study. Academic Accommodations committee may consider course waiver under the following conditions:

There is evidence the student has met all of the requirements noted above for substitution.

There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee.

The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.

A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the course of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

Exceptions to Timeline:

An exception to the timeline will be made if the petition is received so late in a primary term creating a challenge for the committee to complete its process within the term. In such case, the Chair of the Academic Accommodations Committee would convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision will remain the same and begin the first day of instruction of the following primary term. Pending the decision of the Academic Accommodations Committee, accommodations will be made in this interim period as recommended by the 504/Americans with Disabilities Compliance Officer or representative.

Recognition by Other Institutions:

A course substitution or waiver applies to El Camino College courses exclusively. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of the student for contacting potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

Review Meeting

An appropriately qualified DSP&S Specialist will review all submitted documents for accuracy and completeness prior to submission to the Academic Accommodations Committee. The Academic Accommodations Committee will convene to review the student's request in the specified time frame. The student will have an opportunity to present his/her request accompanied by any relevant documentation for academic accommodations to the committee. If desired by the student, an advocate of the student's choice may accompany the student. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations - course adjustments or substitution. The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall maintain records of all decisions of the Committee and notify the student of decisions.

Notification:

The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall notify the student, the Special Resource Center, the Director of Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five business days after a decision has been determined.

Appeals:

In the event a request for academic accommodations is denied, the student may appeal the Academic Accommodations Committee's decision. If there is new information for consideration by the Academic Accommodations Committee, the student may only appeal the decision one (1) time and submit documents or information not previously submitted that s/he and DSPS specialist believes are pertinent in support of the appeal. If the appeal is denied, the student may submit a written request to the 504/Americans with Disabilities Compliance Officer that the appeal be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within 30 days of notification of the committee's decision. The decision of the Vice President of Academic Affairs is final.