



**COLLEGE**  
*of the* **DESERT**

**DISABLED STUDENTS  
PROGRAMS & SERVICES**

## **Student Handbook**

**Disabled Students Programs and Services (DSPS)**

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### **About this Handbook**

- This handbook is available in alternate formats upon request

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## **About DSPS**

Disabled Students Programs and Services (also known as DSPS) currently serves approximately 772 students each year with disabilities at College of the Desert, assisting them to achieve their educational goals by providing the services and programs needed to participate in the college classroom.

Disabilities may include, but are not limited to:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum
- Blind and Low Vision
- Deaf and Hard of Hearing
- Intellectual Disabilities
- Learning Disabilities
- Mental Health Disabilities
- Physical Disabilities
- Other Health Conditions and Disabilities which limit the student's ability to access the educational process

## **Mission Statement**

DSPS is committed to assisting the college in providing students with disabilities equal access to a community college education. Through the utilization of specialized instructional programs and disability related services, DSPS encourages and fosters student independence and assists students in attaining their educational and vocational goals.

## **Introduction**

In accordance with current federal and state legislation, each student with a disability is afforded an equitable opportunity to participate in the mainstream of the district's programs, activities, and classes. DSPS is

committed to assisting students with disabilities in achieving individual educational goals by providing the services and programs needed to provide equal and timely access to the educational content provided by College of the Desert.

The DSPS staff is committed to helping prepare students for their next stage in life, be it vocational or transferring to a four-year university.

The accommodations and services outlined in this handbook are designed to allow equal access to the campus and everything it offers. This handbook describes the programs and services offered by DSPS, as well as the required procedures to follow in order to access them. Academic adjustments and educational accommodations for students with disabilities are not a special privilege, they are an individual's right under the law and put into place in order to create equal access to educational content.

If you would like to apply for DSPS services, please contact us at:

Palm Desert Campus  
Disabled Students Programs and Services  
Cravens Student Services Center, Room 101  
43500 Monterey Avenue  
Palm Desert, CA 92260  
Phone (760) 773-2534  
Fax (760) 862-1329  
Email [dsps@collegeofthedesert.edu](mailto:dsps@collegeofthedesert.edu)

Note: All College of the Desert students are presumed to have independent living skills to provide for their personal needs on campus. Personal assistance is not considered a mandated educational accommodation; therefore, the student must provide a personal attendant or mobility aide at their own expense, if one is needed. Any personal aide must be approved through DSPS prior to assisting the student on campus. Personal educational aides are not permitted in the college setting.

## **College Self-Advocacy**

College is very different than high school. It requires completely independent action on your part. In order to be successful, you need to:

- take control of your life and develop healthy independence.
- understand your abilities and disabilities, develop adaptive learning strategies and be aware of the accommodations you might need.
- learn to be your own advocate by expressing your needs clearly to the Disabled Students Programs and Services staff and to your instructors early each semester.
- make timely requests for all of your accommodations and use your accommodations according to DSPS policy and procedure.
- take advantage of classes that offer instruction in study skills, time management, stress reduction, social skills, self-advocacy, and career and vocational exploration if needed.
- use all available resources, especially your accommodations, DSPS Counselors, the High Tech Center and your instructor's office hours.
- develop excellent time management skills and record all appointments, test dates and assignment due dates.
- develop achievable educational goals.
- plan a reasonable school, study, recreational and work schedule.
- sit near the front of the room to help eliminate distractions.
- go to all classes, be on time, take notes and actively participate.
- plan on spending two to four hours of studying for every hour in class.

- organize long-term projects in a step-by-step fashion.
- balance your life by allowing time for rest and recreation.
- learn to advocate for yourself.

## **The Rights of Students with Disabilities**

### **Legal Aspects**

#### **Section 504, of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination against individuals with disabilities in recruitment, admission and treatment after admission. It mandates all recipients of federal funding to make adjustments and accommodations in their programs and activities in order to provide qualified individuals with disabilities the opportunities equal to those enjoyed by individuals without disabilities.

#### **Section 508 Amendment to the Rehabilitation Act of 1973**

Section 508 requires federal agencies to make electronic and information technology accessible to individuals with disabilities. It provides students with disabilities access to electronic and information technology comparable to the access available to students without disabilities.

#### **Americans with Disabilities Act of 1990 (ADA)**

The Americans with Disabilities Act of 1990 (ADA) (and its 2008 amendments) extends federal civil rights protection in several areas to people who are considered disabled. To be considered disabled under the ADA, a person must have a condition that impairs a major life activity, or a history of such a condition, or be regarded as having such a condition. A disabled person must be qualified for the job, program or activity to which they seek access. That means the person must be able to perform the



essential functions of the job or meet the essential eligibility requirements of the program or benefit. Reasonable accommodations provide students with adjustments that assure equal rights and privileges. Accommodations level the playing field and do not give a student with a disability an advantage over non-disabled students. Full text of these laws can be found at the [United States Department of Justice](https://www.justice.gov/) (https://www.justice.gov/).

### **Legal Responsibilities of DSPS**

Title 5 of the California Code of Regulations indicates that a district may adopt a written policy providing for the suspension or termination of DSPS services and accommodations where a student fails to comply with established policies and procedures. Also, a student must make measurable progress in order to maintain DSPS services. Such policies shall provide for written notice to the student prior to suspension or termination and shall afford the student an opportunity to appeal the decision. [Administrative Procedure 5145 Suspension of Disabled Students Programs and Services \(DSPS\) Services](#)

In meeting its responsibility to wisely utilize resources so that all students can receive equitable services, DSPS at College of the Desert has a charge to see that services are used in a responsible manner. Accordingly, policies must be established that determine the service eligibility status of students. Likewise, DSPS has the responsibility of establishing requirements for measurable progress. If students do not adhere to the established policies or a lack of measurable progress is observed, the student will be notified of the possibility of cessation of DSPS services. If the student fails to make measurable progress, DSPS is responsible to discontinue service and refer the student to more appropriate services or to a more appropriate learning environment.

## **Confidentiality Statement**

As per the Family Educational Rights and Privacy Act (FERPA), DSPS will not disclose a student's diagnosed disability to anyone except the student. The student's DSPS file remains only in DSPS and no other department on campus will have access to the student's DSPS records. A consent form signed by the student is required for DSPS to release information to anyone other than the student. Any questions about confidentiality should be directed to a DSPS staff member.

DSPS may exchange my educational information with other campus professionals who have an educational need to know in accordance with the Federal Family Educational Rights and Privacy Act.

## **Denial of DSPS Services**

There are three ways that current DSPS students may be denied services through DSPS:

1. Lack of measurable progress as established by the College's academic standards.
2. Misuse of DSPS services as established by DSPS policies and procedures.
3. Not abiding by the Student Code of Conduct as detailed in the College catalog.

## **Measurable Progress**

A lack of measurable progress may be defined by the following and may result in a suspension of, or a complete loss of, DSPS services:

- Enrollment in regular classes with appropriate accommodations for two consecutive semesters, but unable to pass these classes (i.e.,

receiving "W", "NP", "D" or "F" grades for all courses).

- Failure to meet College of the Desert's academic standards as defined by Academic Disqualification or Progress Disqualification policies.
- Failure to make progress toward the goals outlined in the student's Academic Accommodation Plan for two consecutive semesters.

### **Suspension of Disabled Students Programs and Services (DSPS) Services (Administrative Procedure 5145)**

As per Section 56010 of Title 5, Disabled Students Programs and Services (DSPS) services will be suspended when a student fails to comply with either of the following requirements:

1. Being responsible in his/her use of DSPS services and/or to adhere to written service provision policies as outlined in the DSPS handbook; or
2. To make measurable progress towards the goals established in the Academic Accommodation Plan and/or when the student is enrolled in a regular college course and fails to meet the academic standards established by the college.

The procedure for suspension of services is:

1. The student's DSPS Counselor will document in the student's file his/her failure to comply with either of the above requirements.
2. The DSPS Director will issue a written warning that DSPS services may be suspended and request that the student meet with the DSPS Director to discuss this matter. The letter will indicate that if the student does not meet with the DSPS Director that DSPS services may be suspended or terminated because the student failed to meet the requirements.
3. If the student chooses not to meet with the DSPS Director or if the student continues to fail to meet one or more of the requirements, the DSPS Director determines if the student's DSPS services should be

suspended and for what duration of time. The DSPS Director will notify the student in writing that DSPS services will be suspended as of a specific date and for what duration of time. The written notification will include notice to the student that he/she has ten (10) working days to appeal the decision to suspend DSPS services.

4. If a student appeals the suspension of DSPS services, the student will meet with the DSPS Director. At that meeting, the student will provide either written and/or verbal reasons why his/her DSPS services should not be suspended.
5. The DSPS Director will evaluate the information provided by the student and can determine to continue the suspension of DSPS services or to reinstate DSPS services. The written decision will be mailed to the student within ten (10) working days.
6. If the student is not satisfied with this decision, he/she may appeal it through the District's grievance process as outlined in the college catalog.

## Differences between K-12 Education and College

<b>K-12 IDEA '04</b>	<b>K-12 504 Plan</b>	<b>College 504, ADA and FERPA</b>
Student records are accessible to student and parents	Student records are accessible to student and parents	Any enrolled college student's records are only accessible to the student (not the parents)
Special consideration for behavior problem	Must follow high school behavior code	Must follow college code of conduct; no special consideration
District identifies disability	Parent provides documentation of disability	Student responsibility to provide documentation of disability and need for accommodation
Success more of a right	No guarantee for student success	No guarantee; student responsible for own success
Special education classes	Regular class curriculum with modification	No special education classes; disability support office's role is to accommodate student in college level classes
Free evaluation of disability	Parent responsibility	Student responsibility
District develops Individual Education Plan (IEP)	Services determined by Plan	Student initiates requests for accommodation needs
District ensures that the IEP is implemented	District, parent and student responsible	Student responsible for own progress
Entitled to services identified on IEP	Services determined by Plan	College services not automatic; each college determines eligibility and services
Fundamental modifications to program of study permitted as identified on IEP	Fundamental modifications to program of study permitted as identified on 504 Plan	No fundamental modifications allowed: Accommodations may not alter fundamental nature of course or impose an undue burden on an institution
Teacher advocate	Parent and student advocate	Student advocates for self
Personal services: e.g., transportation, personal attendant, nurse	No personal services provided	No personal services provided

# **Eligibility and Application Process**

## **Students Must Have a Documented Disability**

### **What is a disability?**

The Americans with Disabilities Act defines a person with a disability as someone who has a physical, cognitive or mental impairment that substantially limits one or more major life activities, a record of such impairment, or is regarded as having such impairment. Individuals must have a substantial impairment that limits major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks and learning.

### **Students Must Apply for DSPS Services**

Students may request services or may be referred by instructors, outside agencies, educational institutions or other appropriate professionals.

### **Procedures**

To increase the likelihood of the timely provision of DSPS services, new students should apply for services at least two months prior to the beginning of their first semester by following the below steps:

1. Apply to College of the Desert
2. Complete the College New Student Orientation
3. Provide documentation verifying a disability to DSPS
4. Complete the online DSPS Application for Services
5. Meet with a DSPS Counselor to discuss accommodations, services, academic matters, and complete intake documents

Students must meet with a DSPS Counselor at least once per semester to determine needed services. Students that do not meet with a DSPS Counselor each semester may be dropped from the DSPS program.

## College Readiness

All College of the Desert students, including DSPS students, should be able to demonstrate the following abilities and skills in order to be successful:

1. The potential to benefit from instruction in a large or small group setting
2. The ability to successfully perform academic work independently with typical cues from instructional staff
3. The ability to follow directions and to attend to learning tasks for a reasonable period of time
4. An adequate attention span to profit from at least an hour of continuous instruction in a setting with distractions
5. Sufficient language comprehension skills to benefit from the educational program
6. Sufficient computer skills to access the college material and educational content
7. The ability to participate in meaningful classroom activities, using both receptive and expressive language
8. Behavioral and emotional responses which are appropriate to the situation and in compliance with the Student Code of Conduct
9. Sufficient independent living skills to allow independent on-campus functioning, unless routinely accompanied by an approved personal service attendant to perform necessary daily living functions
10. The capability to follow all policies and procedures of the institution including, but not limited to, policies on disruptive behavior, attendance and measurable progress

Repeated absences, misuse of services, lack of measurable progress toward goals identified in the Academic Accommodation Plan and/or inappropriate behavior as identified in the Student Code of Conduct may result in suspension of services and/or instruction from DSPS.

## **Faculty Notification of Accommodation Need**

Once it has been determined that the student is eligible for accommodations, it is the student's responsibility to notify the faculty in a timely manner. This is accomplished by providing the instructor the Faculty Notification Letter in every class where any accommodation might be needed. The student should provide this form as early as possible to the instructor, even prior to the beginning of an academic term, if possible. The student will need to obtain a current form from DSPS each semester and provide it to their instructors. To guide students about how to present the form, we have provided some sample dialogue in [Appendix D](#). Feel free to discuss this important process with your DSPS Counselor.

## **Accommodations and Support Services**

Accommodations and support services are determined individually for each student. The approval of accommodations and services is based on the student's disability and how the particular disability limits a major life function which Disabled Students Programs and Services (DSPS) can address. The determination of accommodations and support services is an interactive process between the student and DSPS Counselor and is meant to provide equal access to educational content without altering the nature of the content.

## **Academic and Disability-Related Counseling**

Academic and disability-related counseling are available with a DSPS Counselor on an appointment basis during DSPS business hours. Walk-in appointments are limited. To maintain an active DSPS file and to continue qualifying for DSPS services, every student should meet with a DSPS Counselor once per semester. DSPS services will be reviewed at each meeting.



## **Adapted Furniture in the Classroom**

Students approved for an accommodation of an adapted desk and/or chair in a classroom must make this request to DSPS immediately after registering for classes in order to receive the adapted furniture in a timely manner.

## **Adapted Physical Education Services**

Adapted Kinesiology classes are offered some semesters for students with disabilities. Adapted courses may include aquatics, badminton, golf, physical activity (weight training and fitness), tennis and yoga. Mobility aides are provided for students approved for this service.

## **Adaptive Equipment and Technology**

At College of the Desert, no equipment is personalized, but is generally available to any qualified student with a disability as mutually determined by the DSPS Counselor and the student. Equipment is loaned on a semester basis to be returned in good working condition by the last day of finals. Equipment that has not been appropriately returned will result in a "hold" being placed on certain student records, barring the student from the registration process.

Students must be trained to use equipment before it will be loaned. Some types of equipment available include:

- Audio recorders
- Assistive listening devices
- Magnification devices
- Recording Apps

Other accessible equipment available in campus computer labs generally includes:

- Closed-circuit TV
- Voice recognition software
- Scanners
- Adaptive computers and specialized software
- Adaptive work stations
- Adaptive keyboards and mice

### **Alternate Media**

Eligibility for alternate media is determined by the DSPP Director and DSPP Counselors and is based on the professional documentation of verified disability(s) provided by the student. Requests for materials in alternate format will be considered on a case-by-case basis. Once a request is made, the following factors are considered in determining a reasonable accommodation: (a) functional limitations of verified disability(s) supplied by student, (b) the recommendation of DSPP professionals, and (c) format preference of student. Formats may include, but are not limited to, braille, electronic text, and print enlarging. Students are responsible to complete the alternate media training that is provided by the DSPP High Tech Center.

Alternate media must be requested each semester. In order to ensure that materials are ready by the start of the semester, the student should use priority registration and make the accommodation request as soon as possible after registering. Completion times are determined on a case-by-case basis and requests are completed in the order they are received. For detailed information, please refer to [Appendix E: Alternate Media Policies and Procedures](#).

## **Audio Recording and Note Taking**

Audio recording or note taking services may be approved by your DSPS Counselor as an accommodation. These accommodations are provided to students whose disability limits their ability to take effective classroom notes, or where note taking interferes with concentrating on class lectures. A DSPS Counselor must approve a student's eligibility for these services based on the limitations of the specific disability.

Students who are approved for audio recording as an accommodation are required to sign an agreement regarding the appropriate use of recorded lectures (see [Appendix C](#)).

## **High Tech Center Services**

The High Tech Center (also known as the HTC) is a state-of-the-art assistive technology computer lab where students with verified disabilities can learn to access adaptive hardware and software technologies. These technologies allow students to increase productivity, work independently, and foster academic success.

Available equipment includes:

- Adaptive keyboards and mice
- Screen readers
- Screen magnifiers
- Text readers
- CCTV's
- Voice recognition software
- Scanners
- Academic software

- Interactive software
- Memory skill software
- Digital recording devices and apps
- Other assistive and adaptive software and hardware

### **Liaison and Referral to Campus and Outside Resources**

The DSPPS Office regularly maintains liaison and referral services with the following:

- State Department of Rehabilitation
- Department of Social Services
- Employment Development Department
- Psychological Services
- Support Groups
- CalWORKs and EOPS
- Department of Mental Health
- District High Schools
- DSPPS Services at:
  - Other California Community Colleges
  - California State Universities and Colleges
  - Universities of California
  - Private Colleges and Universities

## **Priority Registration**

All students with disabilities who require the coordination of support services for effective classroom participation should register through the DSPS office. Priority registration for students with disabilities begins the first day of each registration period. DSPS students receive priority registration in order to ensure that their services are in place by the start of the term. You must make requests for most DSPS services immediately after registering for classes. Using priority registration but making late requests for DSPS services could result in having priority registration suspended. All COD students, including DSPS students, must be in good academic standing, have less than 100 units completed and have a valid Student Education Plan on file in order to maintain priority registration status.

Students needing registration assistance should make an appointment with a DSPS Counselor at least two weeks before the priority registration date.

## **Sign Language Interpreting and Real-Time Captioning**

ASL Interpreters and Speech to Text (captioning) services are available to Deaf and hard of hearing students. If an interpreter or captioner is needed for an intake or counseling appointment, the student must make the request when scheduling the appointment. Using priority registration is very important to ensure that DSPS is given time to secure and schedule interpreters and/or captioners for all classes. It is required that students use COD email to communicate with the Communications Access Specialist regarding registering for classes, interpreting requests, and absences. There is a strict no-show policy for interpreting and captioning services that will be provided and signed by each student utilizing these services prior to the start of each semester. The role of the interpreter and captioner is to facilitate communication, and foster full interaction and independence for Deaf and hard of hearing students in class. Interpreters are not allowed to tutor, assist instructors, or have discussions with students in class that are not related to class content.

## **Tutoring**

Tutoring for most subject areas is available to all students through the [Tutoring and Academic Skills Center \(TASC\)](#) both in-person and online.

## **Testing Accommodations**

The DSPS office provides testing accommodations for qualified students. Procedures have been developed to maintain the integrity of the test taking environment and ensure access by the student with a disability to the same supplemental information that occurs in the regular classroom testing situation. Testing accommodations apply to all tests (including in-class and online exams, timed essays and lab exams) and quizzes (including pop-quizzes). Testing accommodations may include a distraction-reduced setting, extended time and other accommodations such as alternate text formats, adaptive computers and assistive technology. Refer to [Appendix B: Testing Accommodation Policies and Procedures](#) for detailed information.

## **Video Captioning**

Students who are hard of hearing may request that any videos shown in their classrooms be captioned. It is the responsibility of the instructor to ensure that all video-based content is captioned accurately.

## **WorkAbility III Services**

The WorkAbility III Program is a cooperative agreement between the California Department of Rehabilitation and College of the Desert. Students in this program receive employment preparation, which includes assistance in career exploration and research. Students also learn how to address their functional limitations and request reasonable accommodations related to their disabilities. Additional employment preparation and job development services provided include resume writing, interview skills, finding internships or part time work in their field, as well as permanent employment followed by ninety days of follow-up.

# **Disabled Students Programs and Services Board Policies (BP) and Administrative Procedures (AP)**

## **Disabled Students Programs and Services**

- [BP 5140 Disabled Students Programs and Services](#)
- [AP 5140 Disabled Students Programs and Services](#)

## **Service Animals**

- [BP 3440 Service Animals](#)
- [AP 3440 Service Animals](#)

## **Standards of Student Conduct**

- [BP 5500 Standards of Student Conduct](#)
- [AP 5500 Standards of Student Conduct](#)

## **Student Rights and Grievances**

- [AP 5530 Student Rights and Grievances](#)

## **Suspension of Disabled Students Programs and Services (DSPS) Services**

- [BP 5145 Suspension of Disabled Students Programs and Services \(DSPS\) Services](#)
- [AP 5145 Suspension of Disabled Students Programs and Services \(DSPS\) Services](#)

# Appendices

## Appendix A: Faculty Notification Letter



### Disabled Students Programs and Services

Student ID: 1234567  
Student Name: Sample  
Date: October 27, 2023

The student above has been authorized by our office to receive academic accommodations. The following accommodations are authorized to be used in your course:

- **Category:** Written Class Notes
  - **Accommodation(s):** Audio Recording Device
- **Category:** Testing Accommodation
  - **Accommodation(s):** Distraction Reduced Environment
  - **Accommodation(s):** Extended Time 1.5 on all timed assessments including quizzes, tests, and exams
- **Category: Using Educational Facilities Materials & Equipment**
  - **Accommodation(s):** Preferential Seating

*\* Accommodations are authorized for the current semester/term only. Faculty Notification Letters from former semesters/terms should not be accepted.*

Accommodations are required by law under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Accommodations are provided to minimize the impact of the functional limitations of a disability in the classroom.

All information regarding a disability is confidential. Students with authorized accommodations meet with an instructor to inform them of the approved accommodations they will be using in a course. Students are encouraged by our office to discuss their accommodations with the instructor; however, the student is **not** required to disclose or discuss specific disability-related information.

If you have any questions or concerns, please do not hesitate to contact us.

Disabled Students Programs and Services (DSPS)  
(760) 773-2534

[dsp@collegeofthedesert.edu](mailto:dsp@collegeofthedesert.edu)

November 2023



## **Appendix B: Testing Accommodation Policies and Procedures**

### **Procedures**

1. A Faculty Notification Letter is needed to verify that testing accommodations have been approved, based on disability related limitations. It is the student's responsibility to give the instructor a Faculty Notification Letter to allow for the accommodation. Presenting this form to the instructor must take place at the beginning of each semester.
2. Instructors may provide the testing accommodations for qualified students. The test accommodations must be provided as prescribed by the DSPP Counselor.
3. When the exam is announced in class or is indicated on the course syllabus, make an appointment with the DSPP Proctoring Office according to the scheduling policies below.
4. After making an appointment, the student will be given the Test Proctoring Form that they must give to the instructor with the student portion completed at least five (5) business days prior to the test. The instructor will complete the form and will either deliver or email it along with the test to the DSPP Proctoring Office.
5. All exams are to be taken at the same day and time the class meets. Exceptions to this must be made in advance with the instructor and the DSPP Test Proctor.
6. Once the date and time for the test has been determined and the instructor has been notified, changes will not be permitted unless the instructor changes the date of the test.
7. Students shall agree to the following scheduling and exam policies in order to receive their testing accommodations in the DSPP Proctoring

Office. Signing the Student Agreement Form indicates an understanding that these rules are to be followed for all classes receiving this accommodation.

### **Scheduling Policies**

- Schedule all exams at least one (1) week in advance of the exam date.
- Schedule all final exams by the deadline specified by DSPS on the student agreement.
- Testing must be scheduled in person or by email.
- You must inform your instructor of your intent to test in the Proctoring Office at least five (5) days before your scheduled exam.
- Testing must be scheduled for the same time your class tests, unless approved by your instructor.
- If accommodations include use of a scribe, reader or computer, please notify us when you schedule your appointment.
- If a test is cancelled or rescheduled, notify the Proctoring Office immediately.

### **In-Person Exam Policies**

- Arrive five (5) minutes early in order for testing to begin on time.
- Exams not started within the fifteen (15) minute grace period will be returned to the instructor.
- Only items specifically indicated by the instructor are allowed in the testing room.
- Storage for personal belongings will be provided.

- Food and drink (including water) is prohibited in testing areas, unless it is an approved accommodation.
- Restroom breaks require permission by our staff. Your testing time continues to be counted during breaks.
- Testing rooms are monitored by staff and video surveillance. Computer screens are remotely monitored.
- Students must abide by the Student Conduct Standards as found in the college catalog.
- Failure to follow these procedures may result in the suspension of accommodations in DSPS.
- Any suspected acts of academic dishonesty will result in testing being stopped and the test sent to the instructor.

### **Remote Proctoring Procedures**

- The DSPS Proctoring Office staff will proctor exams via Zoom and testing will be recorded. The Zoom link will be emailed five (5) minutes prior to the start of each exam. After the Zoom session has started, the test will be emailed to the student.
- Before the start of each exam, the student must show a picture identification, a view of the desktop, and all instructor approved materials that will be used for testing, if applicable – calculator, notes, index card, dictionary, etc.

### **Remote Proctoring Policies**

- During testing, cellphone needs to be turned off, no one else is allowed in the room, work space and hands must be visible at all times. Students must avoid looking around the room and should not get up or leave the

view of the webcam.

- If breaks are allowed, they will need to be taken after completion of an entire page. Student can return to any questions before the end of the testing session; if breaks are taken, you can only return to questions presented after the break.
- Hats and sunglasses may not be worn during testing.
- Any suspicious behavior will be reported to the instructor and the instructor can have access to the recorded testing session if requested.
- All future exams must be scheduled at least five (5) business days in advance

## **Appendix C: Policy and Student Agreement for Recording Lectures**

### **Policy for Recording Lectures**

According to the U.S. Department of Education, Office for Civil Rights, the recording of classroom sessions as an accommodation for students with disabilities is required under Section 504 of the 1973 Rehabilitation Act and the American with Disabilities Act (ADA). The legal reference found in the Code of Federal Regulations 34 CFR 104.44(b) for Section 504 reads as follows: Sec. 104.44 Academic Adjustments:

- Other rules. A recipient to which this subpart applies may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of guide dogs in campus buildings, that have the effect of limiting the participation of handicapped students in the recipient's education program or activity.

### **Student Agreement for Recording Lectures**

I understand that as an enrolled DSPS student at College of the Desert with the approved accommodation of an audio recorder or recording app, I have the right to audio record and utilize transcripts from my class for use in my personal studies only. I realize that lectures, lab, and classroom activities recorded and/or transcribed for this reason may not be shared with other people without the written consent of the lecturer. I also understand that audio recorded lectures, lab, and classroom activities may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are recorded as part of the class activity.

- I am aware that the information contained in the class recordings and transcription is protected under federal copyright laws and may not be published or quoted without the written consent of the lecturer and

without giving proper identity and credit to the faculty or other lecturer.

- I understand that the sharing of class audio recordings and transcripts is strictly prohibited.
- I agree to monitor the usage of recording and automated transcription minutes throughout the semester. All technology related licensing will terminate after the last day of finals each semester.
- I agree to delete any recordings or transcripts of lectures at the end of each semester.
- I agree to abide by these guidelines with regard to any lectures that I record, and/or obtain transcripts of, while an enrolled student at College of the Desert. I understand that if I violate this agreement, I shall be subject to appropriate disciplinary action and suspension of the accommodation.

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## Appendix D: Sample Academic Accommodations Dialogue

Student: I'm (Student Name). I have a verified disability. Here is my DSPS Faculty Notification Letter (see [Appendix A](#)), which verifies my status with DSPS and shows my authorized academic accommodations. My disability causes (educational impacts of disability), which means that I need (list accommodations) in order to have the same opportunity to learn in lecture and lab, as the student without disabilities and/or to show what I know on tests.

Student: I'd like to discuss (include only those that apply to you):

- Audio recording lectures: I have an audio recorder/app to record your lectures. It will be used only by me in my studies for your class. I am authorized to use an audio recorder/app.
- Extended test time: I need to discuss the accommodation of extended test time. I am authorized additional time on exams. DSPS does offer someone to proctor tests in their offices if you cannot provide the extended time. I can arrange to take the tests through their office, or we can work out extra time at a time and place you suggest. How would you like to arrange this?
- Distraction-reduced environment: Because I am easily distracted, I need to take tests in a distraction-reduced environment. I can use the DSPS Proctoring Office to take quizzes, tests and exams.

Practice what you are going to say to your instructors. If the instructor does not agree to your accommodations, then politely thank them for their time, leave and contact your DSPS Counselor. You have the right to have a decision reviewed if reasonable accommodations are not allowed. For additional information, contact Disabled Students Programs and Services at (760) 773-2534 or [dsps@collegeofthedesert.edu](mailto:dsps@collegeofthedesert.edu).

## **Appendix E: Alternate Media Policies and Procedures**

Eligibility for alternate media is determined by the DSPS Director and the DSPS Counselors and is based on the professional documentation of verified disability(s) provided by the student. Requests for materials in alternate format will be considered on a case-by-case basis. Once a request is made, the following factors are considered in determining a reasonable accommodation: (a) functional limitations of verified disability(s) supplied by student, (b) the recommendation of DSPS professionals, and (c) format preference of student. Formats may include, but are not limited to, braille, electronic text, and print enlarging.

- **Alternate media must be requested each semester as soon as the student learns of their need.**
- Students are responsible to complete the alternate media training that is provided by the DSPS High Tech Center.
- In order to ensure that alternate materials are ready by the start of the semester, the student should use priority registration and make the accommodation request as soon as possible after registering.
- Completion times are determined on a case-by-case basis and requests are completed in the order they are received. Timeframes include obtaining permission from the publisher, as well as time to receive, breakdown and convert the textbooks.
- Work can start immediately on the request, however before sending the student the alternate format of the textbook(s), a class schedule and proof of ownership (such as a purchase or rental receipt, email, or contract from a special program showing the textbooks that were acquired) must be submitted. Please note that “free” Open Educational Resource (OER) textbooks do not need proof of ownership.
- The Alternate Media Specialist will notify the student upon completion of each textbook request.



- Late requests will be considered provided that the student making the request understands that DSPS will set the timeline for completion of the work accordingly.

### **Steps for Requesting Alternate Media**

- 1. Check the [COD Bookstore Website](#) for the textbook(s) required for each of your classes.**
- 2. Complete the Alternate Media Request Form as soon as you have the textbook information. This step can be done prior to step 3** and is required for the Alternate Media Specialist to start working on converting the textbooks.
  - a. A link to the Alternate Media Request form is located in the Universal Library under your Kurzweil account (as shown in the training).
  - b. Note that it is okay to submit more than one form since all textbook information is not available at the same time.
  - c. "Free" Open Educational Resource (OER) textbooks must be included on the request form.
  - d. Requests will be completed in the order they are received.
- 3. Purchase, Rent, or Receive Loaned Textbook.** Email or bring into the DSPS Office or DSPS High Tech Center, your class schedule and proof of ownership (such as a purchase or rental receipt, email, or contract from a special program showing the textbooks that were acquired). In addition, a picture of the front, back and inside publisher page of each textbook will be needed. If receiving an e-book (electronic version rather than a physical copy), then proof of ownership must show the Title, ISBN, and Version of the textbook.
  - a. Please note that "free" Open Educational Resource (OER) textbooks do not need proof of ownership.

4. **Students will be provided with one alternate format copy** for each material required for academic use once proof of ownership or OER is obtained, and training on the assistive technology is completed.
5. **All correspondence to students will be conducted using student email accounts** (@MyCOD.us) and not personal email accounts.
6. **The student is prohibited from copying or reproducing any alternate media material provided by DSPS, or allowing anyone else to do so.** Misuse of this material, such as reproduction or distribution of the alternate media, is an infringement of copyright laws and a violation of the Alternate Media Policies and Procedures which may result in disciplinary action by DSPS and/or the College. The alternate media must be destroyed or relinquished once the book is no longer in the student's possession.
7. **Questions regarding alternate media** should be addressed directly to Bonnie Russell at (760) 776-7397 or [borussell@collegeofthedesert.edu](mailto:borussell@collegeofthedesert.edu), or Jonathan Gorges at (760) 862-1315 or [jgorges@collegeofthedesert.edu](mailto:jgorges@collegeofthedesert.edu).