



Disability Support Programs and Services SERVICES POLICY

Student's Name: _____

SS/ID# _____

Date: _____

Students are eligible for the services of the San Diego City College Disability Support Programs and Services (DSP&S) with the following provisions:

- 1) Verification of Disability
- 2) Enrollment as a City College student
- 3) Contact with a DSPS counselor each semester to:
 - a. Update the Student Education Contract and personal information
 - b. Retain priority registration status
 - c. Discuss appropriate support services/accommodations

In order to receive appropriate support services/accommodations, the student must take responsibility for the following:

- 1) Update accommodations/services with a DSP&S counselor each semester.
- 2) Adhere to the policies/procedures pertaining to each academic accommodation.
- 3) Schedule requested services in a timely manner.
- 4) Notify DSP&S if the student cannot keep scheduled services appointment.
 - a. Following two (2) absences without prior notification, the services will be suspended.
 - b. If suspension of services occurs, the student must then arrange to meet with a DSP&S counselor to discuss and resolve the unexcused absences and request reinstatement of services.

Students are expected to adhere to the district standards of student conduct while in class and on the campus. Student rights and responsibilities are identified in the Student Code of Conduct and Grievance Procedures (Policy 3100). Policy 3100 can be found in the college catalog and the office of the Vice President of Student Services.

In cases where a grievance is related to an academic accommodation, the student is encouraged to contact the DSPS office immediately.

(Student's Signature)

(date)

(DSPS Counselor's Signature)

(date)