

AP 5140 Disability Programs and Services

The District provides programs and services to disabled students designed to assure that they have equality of access to District classes, programs, facilities, and documents. The Disability Programs and Services (DPS) Office:

- has procedures for timely response for requests involving academic adjustments/ accommodations which provide for an individualized review of each such request. The procedures also permits the Section 504 Coordinator, or other designated District official with knowledge of accommodation requirements, to make an interim decision pending a final resolution.
- has established long-range goals and short term measurable objectives.
- provides definitions of disabilities and criteria for student eligibility.
- provides academic accommodations and support services. The array of services includes, but is not limited to:
 - test-taking facilitation/accommodations
 - sign language interpreting services
 - Assistive Technology Center:
 - Adaptive equipment
 - Print enlargement
 - Alternative media
 - academic/disabilities/vocational counseling
 - technology accessibility
 - priority registration
 - reader and note taking services
 - learning disabilities testing/assessment and support services
 - on-campus transportation
 - adapted parking spaces
 - campus orientation
 - liaison and referral services
- verifies disability documentation which qualifies students for services.
- provides information on student rights and responsibilities. It is the student's responsibility to inform the instructor if he/she wishes to utilize accommodations or services. The student is encouraged to consult with

AP 5140 Disability Programs and Services

his/her instructor as early in the term as possible or prior to the start of the term. Students and/or instructors are encouraged to consult with DPS to address questions or concerns about accommodations or services.

- develops student educational and/or accommodation plan in consultation with the student.
- provides course substitution and waivers.
- provides staff who are qualified to meet the needs of the program and the students that it serves.
- has a DPS advisory committee comprised of management, staff, faculty, students, and community members.
- has 504/508 advisory committees comprised of management, staff, and faculty.
- is represented on various other District committees.

Information about the program and services offered can be accessed at the DPS office at each campus, online at the DPS website at www.chaffey.edu/dps, or by contacting the office via email at dps.staff@chaffey.edu or by phone/TTY at (909) 652-6379.

DPS offers alternate formats of instructional materials to qualified students. Students needing alternate formats of instructional materials required for a course in which they are or will be enrolled should contact the DPS Office. Students are strongly encouraged to also meet with their instructors to determine accessibility of the course material.

In accordance with Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S. Code Section 792(d), closed captioning of DVDs/videos is available whenever a student has a need and a captioned version cannot be purchased through the publisher. After permission has been granted by the publisher, one captioned copy of the video will be made in accordance with the appropriate protocols for video captioning and made available to the instructor of the course.

The closed captioned instructional video cassettes in the Chaffey College Library video collection have been identified with closed captioning labels on the slipcase. There is a closed captioning note in the bibliographic record for every title; these records appear in the library catalog and the catalog is accessible online.



AP 5140 Disability Programs and Services

DPS also offers specialized classes to meet the specific needs of students with more severe disabilities.

References: Title 5 Sections 56000 et seq.

Approved: 12/17/13

Revised: 10/19/21