



# Chaffey College

DISABILITY PROGRAMS & SERVICES

## STUDENT NOTICE OF SUSPENSION AND /OR TERMINATION OF SERVICES PROCEDURE

In conjunction with Title 5 Section 56010 of the Education Code and Chaffey Student Code of Conduct, DPS services may be denied to students for any of the following reasons:

1. Abuse of staff, physical or verbal assaults on employees.
2. Abuse of equipment, willful damage to college property.
3. Misuse of equipment, such as using department computers to access pornographic or otherwise forbidden web sites.
4. Refusal to repay the department for lost, stolen, or damaged property.
5. Repeated failure to notify the department when services are not needed on a given day for example when the student is absent and fails to notify us that trams will not be needed that day.
6. Failure to notify the program that services provided for any given class will no longer be needed for example, failing to tell us that accommodations provided for a class will no longer be needed because the class was dropped.
7. Repeated missing of appointments without calling in to cancel or reschedule.
8. Failure to complete the department paperwork for the term in which the services are requested.
9. Selling DPS provided computer disks, tapes and/or note disks to others.

### PROCEDURE FOR SUSPENSION OR TERMINATION OF SERVICES

For relatively minor infractions, especially involving numbers 3 through 8 above:

**INFORMAL LEVEL:** The student will be informally notified that his/her behavior is a problem by the appropriate staff; this warning will be noted in the student file. If the violation involves a single service, that service will be denied for this rest of that day.

**FORMAL LEVEL 1:** If the behavior continues or if new behaviors become problems, the student will be required to see a Resource Specialist who will discuss the problem with the student and present him/her with a written notice that continuing any of the behaviors listed may result in suspension of services.

**FORMAL LEVEL 2:** If difficulties continue, the student will be required to meet with the DPS Coordinator who will discuss the problem with the student and will provide him/her with a written statement that any continued problems may result in immediate suspension of services.

**FORMAL LEVEL 3:** If difficulties continue, the student will be required to meet with the DPS Coordinator who will notify the student in writing that services will be suspended immediately.

**FORMAL LEVEL 4:** If, after the end of a period of suspension, difficulties continue, the student will be required to meet with the DPS Coordinator who will notify the student in writing that services will be terminated immediately. This termination will be considered permanent.

**For more severe violations, especially abuse of staff or abuse of equipment, the INFORMAL LEVEL and FORMAL LEVEL 1 above will be skipped, and the student will be required to proceed directly to FORMAL LEVEL 2.**

**Student may appeal the Suspension or Termination of services following the Grievance Procedure outlined in the Student Handbook.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness/Guardian: \_\_\_\_\_  
(if under age 18)