



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## Disability Support Programs and Services

### Service Guidelines

1. Disability Support Programs and Services (DSPS) is an equal access program designed to provide specialized support beyond the existing general college services. Each college and Continuing Education site within the San Diego Community College District (SDCCD) offers support services which are voluntary and available to eligible students meeting the following provisions:
  - A. Current SDCCD Application on file;
  - B. Verification of Disability; and
    - Verification documentation may be shared with other SDCCD sites
  - C. Contact with a DSPS Counselor each semester to:
    - Request appropriate support services/accommodations, and develop an Authorized Academic Accommodations (AAA) letter to provide to instructors (if needed)
    - Retain level of priority registration for DSPS based on established SDCCD criteria
2. Each semester I will discuss my accommodations with a DSPS Counselor. I understand that I must activate my services at each College and/or College of Continuing Education site at which I am enrolled, and that I must inform my DSPS counselor(s) if my needs change. **I further understand that DSPS Counselors may need to discuss my education and use of reasonable accommodations with other SDCCD personnel who have a legitimate, educational need to know.**
3. I am responsible for notifying DSPS if I cannot keep a scheduled appointment. Following two (2) absences without prior notification, the service will be suspended. I may also have my semester services suspended or terminated by DSPS for lack of measurable progress or inappropriate use of services. Reinstatement of suspended services for subsequent semesters must be requested through the DSPS Coordinator/Dean.
4. I am expected to respect and obey standards of student conduct while in classrooms, service areas, and all public areas of SDCCD. The Student Rights, Responsibilities, Campus Safety and Administrative Due Process Policy (BP 3100) can be found in the college catalog, online at [www.sdccd.edu](http://www.sdccd.edu), and at the office of the Dean of Student Affairs.
5. If I believe that I have been denied reasonable academic accommodations, I am encouraged to contact the DSPS Office immediately, as indicated in the resolution procedures within Administrative Procedure, AP 3105.1, *Academic Accommodations and Disability Discrimination for Students with Disabilities*. I may also contact the campus 504 officer.