The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs. The Disabled Student Programs and Services (DSP&S) is authorized for this purpose per Title 5 Implementing Guidelines, Sections 56000 – 56076.

The Plan for the provision of DSP&S addresses the following per Title 5:

Long range goals and short term objectives for the program:
- Under Section 504 of the Rehabilitation Act, students with disabilities must have access to the general college services and instructional process. The DSP&S program is intended to provide the additional, specialized support which allows students with disabilities to more fully access and benefit from the general offerings and services of the college. Services should support students with disabilities in educational activities that comply with the mission of the college. These services may include integrating students with disabilities into the general college program; facilitating general education, transfer, or vocational preparation; increasing independence; and making referrals to community resources.

Definitions of disabilities and students eligible for the program:
- To qualify a person must: be enrolled at a community college, have a verifiable disability (see Title 5 Sections 56032 - 56044), be unable to fully benefit from the regular programs and services offered by the college due to the educational functional limitation of a disability; and need specialized services or instruction in order to mitigate these disability related educational limitations.

Support services and instruction that is provided:
- Support services or instruction as used in Title 5 Section 56005 means any service or classroom instruction that is above and beyond the regular services or instruction offered by the college. These classes, activities, or services are offered to enable the student with an educational limitation due to a disability to fully benefit in the offerings of the college.
- Verification of disability
- Every student participating in the DSP&S program must have a verified disability and determination should be performed in one of three ways:
  - DSP&S professional staff, with review by the DSP&S Director, may, through personal observation, verify the existence of an observable disability.
  - A licensed professional in the field may diagnose specified condition which verifies the existence of a disability.
  - DSP&S professional staff with review by the DSP&S Director may verify a student’s disability based on documentation provided by an appropriate agency or certified professional capable of diagnosing the disability in question.
Student rights and responsibilities:

- Participation by student with disabilities in DSP&S shall be entirely voluntary. Receiving support services or instruction authorized shall not preclude a student from also participating in any other course, program or activity offered by the college.
- All records maintained by DSP&S personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Title 5 and FERPA.
- A student with a disability, like any other student on the campus, must adhere to the student code of conduct adopted by the college. Termination of services to the student under the code of conduct must go through the same procedures as with any other student.
- A Student Educational Contract is developed by DSP&S professional staff in consultation with the student and placed in the file of each student receiving services.
- The Student Educational Contract is designed to serve as an educational plan and is reviewed annually with required signatures from both the DPS&S Specialist and student.

Academic Accommodations:

- The provision of DSP&S accommodation must relate directly to the educational limitations of the student. DPS&S specialists provide the services and accommodations to ensure that the college’s programs and services are accessible to, and useable by, students with academic and functional limitations.

Staffing:

- The DSP&S Program has an elected Faculty Director, who has day-to-day responsibility for the DSP&S Program. The Director of Facilities and Planning is responsible for maintaining compliance with ADA Accessible Standards, in consultation with DSP&S and 504 Coordinators.

Advisory Committee:

- The DSP&S Advisory Committee meets at least once a year, and the roster of the members is in the DSP&S Program Review and available for review for the public.

Service Animal Procedures and Guidelines:

- see BP and AP 3440 titled Service Animals

Equal Access:

Cabrillo College is committed to providing access to all students, staff and members of the public and provides special programs that accommodate and facilitates these goals and objectives.

- Cabrillo College provides equal access to campus facilities for all students, staff, and members of the public with disabilities. All entrances to campus buildings and interior doors with automatic doors will comply with 2010 ADA Standards for Accessible Design published by the Department of Justice Section 404.3 (ANSI/BHMA A156.10 or A156.19 (automatic doors or push plate openers). The college will also comply with the 2010 ADA Standards, Section 404.2.9 (opening force), and California Building Code 2007-Doors, Section 1133B.2.5 (opening force) for exterior and interior non-automatic
doors. In order to comply with these requirements, Cabrillo Facilities and Planning department contracts with Besam Entrance Solutions to randomly test and adjust doors. (See Attachment A). Future test results are on file in the Facilities Department.

- For building entrances that are not power assisted, the college provides a telephone outside of the entrance and posts signs on the doors instructing students, staff and the public to call the DSP&S office for assistance (after 5:00 pm Campus Sheriff’s Office). DSP&S, Campus Sheriff, Facilities, and/or branch campus directors will immediately respond to give the person access to the facility.

Disabled members of the public who are not able to operate non-power assist doors on campus should contact DSP&S for assistance in accessing college programs and activities, as needed. DSP&S Counselors and individuals with disabilities who need regular access to campus facilities will develop individualized plans to provide access to buildings, classrooms, restrooms, and other spaces that may not have power assist entrances. DSP&S will provide staff to assist individuals with disabilities based on the individual’s schedule and abilities. The goal of the individualized plan is to maximize the disabled individual’s independence and access to all programs and activities of the college.

For public access to power assisted and non-power assisted entrances, the college provides access information on its facilities to groups (community and college groups) that reserve college facilities on how those facilities can be accessed. These include: phone number for access; campus maps with disabled parking locations, accessible paths and elevators; and the following statements on the college’s website, printed materials, promotional materials and tickets to public events, and facilities rental agreements.

**For website, printed materials, etc. which is designed for public consumption:**
Cabrillo College strives to provide the highest level of accessibility to students, visitors and guests with disabilities. For assistance with physical accessibility issues, please call Disabled Students Programs and Services at (831) 479-6379, or the Sheriff’s Office at (831) 212-8464 (Aptos and Scotts Valley) or (831) 212-8466 (Watsonville).

**For Facilities Contracts:**
Cabrillo College strives to provide the highest level of accessibility to students, visitors, and guests. Renters of District facilities must agree to meet federal standards of accessibility (Title II ADA) in the use of the facility, including access for people with physical and visual disabilities. For questions about physical accessibility or other accommodations, please contact DSP&S at (831) 479-6379 at least five days in advance of the event.

**References:** *Title 5 Sections 56000 et seq. and 56027*

Approved by Office of Civil Rights: March 22, 2013
Adopted: Student Service Council: April 17, 2013
Revised: March 19, 2014
Attachment A