



MONTEREY PENINSULA  
COLLEGE

ADMINISTRATIVE PROCEDURES

**AP 5140 Disabled Students Program & Services (DSPS) - Access Resource Center**

The Monterey Peninsula Community College District is committed to providing an inclusive educational environment which is responsive and accessible to the needs of all students. The Access Resource Center (ARC)/(DSPS) program is the primary provider for support classes and services for students with disabilities. Students with disabilities are not required to register with ARC (DSPS). The point of contact regarding accommodations for these students is the 504 Compliance Officer/Vice President of Student Services.

The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to District classes and programs. Other information regarding the goals and objectives of ARC (DSPS) can be found in the ARC Program Review document.

**Procedure for Timely Response to Accommodation Requests**

- ARC shall respond in a timely manner to accommodation requests by scheduling an appointment (in person, phone, email) with an ARC (DSPS) counselor as soon as available. Specific services, auxiliary aids and academic adjustments will be determined during an interactive and individual review with the student. Interim decisions are permitted on such requests pending final resolution by the appropriate administrator or designee. Students with disabilities are not required to register with ARC (DSPS). The point of contact regarding accommodations for these students is the 504 Compliance Officer/Vice President of Student Services.

**Long-range Goals and Short-Term Measurable Objectives for the Program**

- The long-range goals and short-term measurable objectives for the program are developed by the ARC (DSPS) program and recorded and reviewed annually by the Planning, Research and Institutional Effectiveness (PRIE) department during the Annual Program Review, Comprehensive Program Review, and Action Plan processes.

**Definitions of Disabilities and Students Eligible for the Program**

ARC (DSPS) adheres to *Title 5, Section 56002* guidelines when defining disability and determining eligibility, using the following definitions:



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- **A student with a disability** is a person enrolled at a community college who has a verified disability which limits one or more major life activities, as defined in 28 C.F.R. 35.104 resulting in an educational limitation as defined in Section 56001. For purposes of reporting to the Chancellor under Section 56030, students with disabilities shall be reported in the categories described in Sections 56032-44.
- **Educational Limitation:**  
*An educational limitation means a disability-related functional limitation in the educational setting. This occurs when the limitation prevents the student from having full access to and equal participation in the educational process including classes, activities, or services offered by the college to students without disabilities, without specific additional academic adjustments, auxiliary aids, services and/or instruction. The student's educational limitations must be identified by certificated staff and described in the Academic Accommodation Plan (AAP) required pursuant to Section 56022. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56001.*
- **Technology Accessibility:**  
Assistive and Instructional technology and training are available through the High Tech Center/ARC to eligible students in order to promote equal access to instruction and instructional materials. The Vice President of Academic Affairs and Information Technology Department will ensure that purchases and recommendations by college staff and faculty for information technology products and instructional materials are *Section 508* compliant.
- **Verification of Disability:**  
ARC (DSPS) follows *Title 5, Section 56006* which outlines that "the existence of a disability may be verified, using procedures prescribed by the Chancellor, by one of the following means: (1) observation by certificated DSPS staff; (2) assessment by certificated DSPS staff; or (3) review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of DSPS."
- **Student Rights and Responsibilities:**  
Student Rights and Responsibilities policy and procedure is maintained by the ARC (DSPS) program and presented to the student for review and signature at the time of application for services.



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- **Academic Accommodation Plan:**  
The Academic Accommodation Plan shall be developed through an interactive process between the ARC (DSPS) student and ARC (DSPS) certificated staff member. The plan outlines the student's educational limitations, academic adjustments, auxiliary aids, services, and/or instruction necessary to provide equal access to the educational environment.
- **Academic Adjustments, Auxiliary Aids and Services:**  
Academic adjustments, auxiliary aids, and services are determined following a review of disability documentation, the interactive interview with the student, and course requirements.
- **Course Substitution and Waivers:**  
In accordance with the District's policy on course substitutions and waivers, a student may request such provisions. The request will be reviewed in a timely manner and in collaboration with appropriate College staff on a case-by-case basis.
- **Staffing:**  
Monterey Peninsula College ARC (DSPS) staff and faculty meet the minimum requirements set forth in *Title 5* regulations.
- **Advisory Committee:**  
ARC (DSPS) shall hold an advisory committee meeting at least one time a year. The committee shall at minimum have one student with disabilities as a member.

See Board Policy 5140 - Disabled Student Programs and Services (DSPS)

**References:** *Title 5 Sections 56000 et seq.;*  
*Americans with Disabilities Act;*  
*Sections 504 and 508 Rehabilitation Act*

**Approved:** November 24, 2020