

MIRACOSTA COLLEGE  
Suspension or Termination of Services Provided  
By Student Accessibility Services (SAS)

Students may be denied services under the following conditions:

1. Lack of Measurable Progress
2. Inappropriate Use of Services

#### Measurable Progress

A lack of measurable progress may be defined in the following ways and may result in loss of SAS services:

1. Failure to meet MiraCosta's academic standards (i.e., academic dismissal, long term suspension or expulsion)
2. Two consecutive semesters of failure to comply with SAS services policies.
3. Failure to make progress toward the goals outlined in the Student Educational Contract (SEC) for consecutive semesters.

#### Inappropriate Use of Services

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that a student is using. Failure to comply with the terms stated within each specific service area may result in termination of that service.

1. Only services that have been used inappropriately may be terminated in the middle of a semester.
2. Prior to the termination of a service, the student will be notified in writing that unless he/she meets with a SAS faculty member to discuss the area of concern, the service will be automatically terminated one (1) week from the date of the letter.
3. At the meeting, the student will need to sign the Warning of Suspension or Termination Contract, which outlines the guidelines for continuing services.
4. If the service is terminated, it will be terminated for the current semester only.
5. Terminated services may be reinstated during the current semester only on the authorization of a SAS faculty member, and only if there are extenuating circumstances which warrant the reinstatement of the service.
6. Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.

## LEGAL RESPONSIBILITIES OF SAS

**Title 5 Section 56101b of the California Code of Regulations** state that a “district may adopt a written policy providing for the suspension or termination of SAS services when a student fails to comply with the responsible use of SAS services, service provision policies and measurable progress policies. Such policies shall provide for written notice to the student prior to suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a policy of this policy upon first applying for services from SAS.”

## SPECIFIC SERVICES GUIDELINES

A specific service will only be provided to a student with a verified disability which necessitates the use of that specific service or accommodation. Authorization for each specific service must be approved in advance by a SAS Counselor, Learning Disabilities Specialist or the Faculty Director of the department. To determine your eligibility for these services, call (760) 795-6658 to make an appointment.

### Interpreter

To establish interpreter services, meet with the SAS Counselor. **This must be done each semester.**

1. Interpreters will be provided for students with verified documented hearing loss.
2. The SAS department will contact and assign interpreters.
3. Two unexcused absences in a row or three unexcused absences during the semester may result in a temporary cancellation of Interpreters for classes.
4. Continued and excessive absences without notification may result in permanent loss of interpreting services for the semester.

### Equipment/Material Loan

1. Equipment (i.e., tape recorders, Franklin spellers, calculators, assistive listening devices, etc.) and material i.e. note takers notebooks, tapes, videos and books, etc.) shall not be loaned to a student for any purpose which is not school sponsored.
2. Make an appointment to obtain approval from a SAS faculty member to check out equipment or material. You must complete the appropriate SAS equipment loan form.
3. If the equipment/material is not returned at the designated time or has been damaged, the student may forfeit his/her rights to future equipment or material loan. In addition, a **hold** will be place a the student’s record until arrangements are made to replace or return the equipment or material. The student may be responsible for replacement costs.

## Other Services/Accommodations

For other services such as classroom or test accommodations, priority registration, note takers, etc., the student must contact a SAS Counselor or other SAS faculty for authorization. Students need to contact the counselor every semester that the accommodation is needed. **Contacting the counselor or other SAS faculty member at the beginning of the semester will increase the student's chances of success in classes.**

### Summary of Policy

1. Services may be suspended or terminated if the student fails to:
  - a. Meet the academic standard established by the college or to make measurable progress toward the goals established in the Student Education Contract.
  - b. To be responsible in their use of services and written policy provisions adopted by SAS
2. SAS will mail a letter and call the student to request that the student schedule and attend a meeting with a SAS faculty member. In the letter and phone call, the SAS faculty member will explain that if the student does not meet with a SAS faculty member services may be suspended or terminated because the student has failed to adhere to SAS requirements. At the appointment, the SAS faculty member and the student will complete the warning of Suspension or Termination of SAS Services Form.
3. After, the initial warning, if the student continues to fail to meet one or more of the requirements, the student may be informed in writing that suspension of SAS services has been extended or have been terminated

\*SAS Faculty:  
Director/Counselor  
Counselor  
Learning Disabilities Specialist