



## Service Guidelines

MiraCosta College Student Accessibility Services (SAS) authorizes academic accommodations and provides educational services for eligible students with **verified disabilities** or medical conditions impacting their learning who are enrolled or intend to enroll in credit and noncredit coursework at MiraCosta College.

### General Information:

- Participation in SAS is entirely voluntary and does not preclude a student from participating in any other course program, or activity offered by the college.
- SAS Counselors may need to discuss a student's education and use of reasonable accommodations with other MiraCosta College personnel who have a legitimate, educational need to know.
- Students seeking to use academic accommodations in their course(s) must contact SAS prior to, or during, each semester to request accommodations. Early requests for accommodations are encouraged to ensure accommodations and services are received in a timely manner.

### Students have the right to:

- Be treated with dignity and respect.
- Receive services and reasonable accommodations based on their disability-related educational limitations according to Section 504, Section 508, ADA, and Title 5 Guidelines.
- Receive confidential treatment of their disability-related information.
- Appeal decisions made by the SAS office.
- Contact SAS where a grievance is related to an academic accommodation. Student grievance procedures may be found on the SAS website (<https://www.miracosta.edu/student-services/sas/docs/policies-academic-accomodations.pdf>).

### Student Responsibilities:

- Request/use authorized accommodations in a timely/responsible manner each semester.
- Contact SAS to discuss changes to their accommodations if needed.
- Notify SAS of any appointment cancellations.
- Returning loaned equipment at the end of each semester or notifying SAS if any loaned equipment has been lost or stolen.
- Per Title 5 Section 56010 of the California Code of Regulations students must:
  - comply with the Student Code of Conduct adopted by the college,
  - be responsible in their use of accommodations and services authorized by SAS and adhere to written service provision policies adopted by SAS,
  - when enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP), supplement or when the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students.

## **Suspension of Services:**

Eligible students may have their accommodations or services suspended through SAS under two conditions in accordance with Title 5 Section 56010(b) of California Code of Regulations:

1. **Lack of Measurable Progress:** A lack of measurable progress may be defined in the following ways and may result in loss of SAS services:
  - Failure to meet MiraCosta College academic standards (i.e., academic dismissal, long term suspension or expulsion), as applied to all MiraCosta College students;
  - Two consecutive semesters failing to comply with SAS service policies;
  - Failure to make progress toward the goals outlined in an AAP for consecutive semesters.
2. **Inappropriate Use of Services:** Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual accommodations or services a student is using. Examples of accommodations include Quiz/Exam Proctoring, Interpreting/Real-Time Captioning, Alternate Format Material, or services such as Counseling Appointments.
  - Failure to comply with the terms for each specific accommodation or service area may result in suspension of that service for the current semester.
  - If the accommodation or service is suspended, it will be terminated for the current semester only.
  - Only accommodations or services that have been used inappropriately may be terminated in the middle of a semester.
  - Students are responsible for notifying SAS if I cannot keep a scheduled appointment. Examples of appointments include Alternate Media, Proctoring, and Counseling Appointments. Following three (3) consecutive absences without prior notification, the accommodation or service will be suspended.
  - Prior to the suspension of a service, the student will be notified in writing that unless they meet with a SAS Counselor or Director to discuss the area of concern, the accommodation or will be automatically suspended one (1) week from the date of the letter. At the meeting, the student will need to sign the Warning of Suspension or Termination Contract, which outlines the guidelines for reinstatement.
  - Suspended accommodations or services may be reinstated during the current semester only on the authorization of a SAS Counselor or Director, and only if there are extenuating circumstances which warrant reinstatement.
  - Reinstatement of accommodations or services for subsequent semesters will be considered and discussed with the student on a case-by-case basis.