

**SBCC**  
**Disabled Student Programs & Services (DSPS)**  
**ORIENTATION & INTRODUCTION**

**IT'S THE LAW:** Students with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). According to these laws, "no otherwise qualified person with a disability shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of any public entity."

Students with disabilities must meet all standard requirements for admission, and "otherwise qualified," with respect to post-secondary education, means "a person who meets the academic and technical standards requisite to admission."

**WHAT IS A DISABILITY?** A person with a disability is defined as any person who has a physical or mental impairment that substantially limits one or more major life activity, including learning. It is the responsibility of the student to disclose a disability, provide the necessary and appropriate documentation of the disability, and request accommodations for disability to equalize meaningful access to learning. Disabled Student Programs & Services (DSPS) has established standardized guidelines regarding disability documentation; documentation must come from a qualified professional and must contain all the data needed to determine appropriate and reasonable academic accommodations.

**IT'S CONFIDENTIAL:** Section 504 and the ADA are very specific regarding confidentiality issues. Students voluntarily affiliate themselves with DSPS, and we take our responsibility to protect their confidentiality seriously. The law permits dissemination of limited disability-related information when necessary for the student's educational benefit. Therefore, when we communicate with faculty, we may disclose only the existence, not the nature, of disability and what accommodations are necessary to equalize access to learning for that student. Asking intrusive questions of the student or discussing the student's disability with others, no matter how well-intentioned, is a violation of federal law.

**WHAT ARE ACCOMMODATIONS?** An accommodation is any change or modification in the instructional setting, or in the way things are customarily done, that ensures equal access for individuals with disabilities. Such accommodations are not meant to alter the standards for academic performance. Rather, academic accommodations make it possible for the student to access the material, for the instructor to fairly assess the student's mastery of the material, and to minimize discrimination. Services may include (but are not limited to) extended time on quizzes and tests, assistive technology and adaptive furniture. Academic accommodations must be requested by the student, and must be reasonable, appropriate and timely.

**PARTNERSHIP BETWEEN FACULTY, STUDENT AND INSTITUTION:** A significant responsibility of the college is to create a culture where everyone on campus fully understands his or her legal and institutional obligations to students with disabilities. It is especially important that faculty members understand their role in the process. In fact, Faculty have a responsibility to refer appropriate students to DSPS.

**INCLUDE A DISABILITY STATEMENT IN YOUR SYLLABUS/COURSE OUTLINE:** Why a disability syllabus statement? Because it:

- Provides an invitation to students who have disabilities to interact with the faculty member
- Normalizes the accommodation process by treating it as part of the course
- Opens the lines of communication between student and instructor, thus making the student feel more comfortable approaching faculty to disclose their disability and need for accommodation
- Reminds students that it is their responsibility to request accommodations and follow the DSPS procedures

## Colleagues –

Please read the following statement to your classes *and* include the statement in your syllabus and publications. All faculty and staff should use the following procedure when responding to requests from students with disabilities.

**Please note that this procedure also applies to student requests to bring Personal Service Attendants (PSA) who are not SBCC employees into classes. Note, Instructors will be notified, in advance, if a PSA is approved as an accommodation for a student for a specific class. Therefore, all individuals attending your class should be accounted for.**

### **Accommodations for Students with Disabilities:**

Disabled Student Programs and Services (DSPS) coordinates all academic accommodations for students with documented disabilities at Santa Barbara City College. If you have, or think you might have, a disability that impacts your educational experience in this class please contact DSPS to determine your eligibility for accommodations. DSPS is located in the Student Services (SS) Building, Room 162. Their phone number is [805-730-4164](tel:805-730-4164).

If you are already registered with DSPS please submit your accommodation requests via the ***'DSPS Online Services Student Portal'*** as soon as possible. Once submitted and confirmed please visit with me about your specific accommodations.

Please complete this process in a timely manner to allow adequate time to provide accommodation.

The statement above is valuable in assuring an equitable SBCC procedure and is important for three main reasons:

- 1. Educational Support for Student Success:** A referral to a DSPS Specialist assures the student has the opportunity to learn about disability-related support. Your referral gives the student the opportunity to utilize programs and services that promotes student success.
- 2. Civil Rights and Responsibilities:** This process of referral to DSPS is an opportunity to teach students their civil rights. The Americans with Disabilities Act mandates a level of student responsibility that involves many skills. At SBCC students learn how to request their accommodations and support ahead of time. In DSPS students learn how to communicate their disability-related limitations, analyze their academic strengths, identify the resources necessary to be successful, understand the fundamental requirements of their courses, and communicate their need for reasonable accommodation. In this way we hope the students will be better prepared for transfer and employment.
- 3. Compliance:** The Office of Civil Rights requires a standardized, published procedure for students with disabilities requesting accommodations. SBCC strives to be in legal compliance. A standardized, published procedure lends assurance that SBCC decisions regarding accommodations are equitable and consistent. Such a process not only protects the students, but also protects faculty and staff. SBCC wants students to receive accommodations in order to have access to learning. However, SBCC also wants to ensure that students are meeting the fundamental requirements of our SBCC programs and curricula.

**Please respect the student's privacy regarding disability disclosure.** Many thanks for your attention to this important procedure!