Requests for academic accommodations are made through the DSPS Office (or a student can meet with the College 504 Officer).

STEP 1: Academic accommodations are granted once proof of disability is provided addressing issues of functional limitations and an interactive meeting with a DSPS Counselor Specialist occurs.

STEP 2: The student is responsible for providing each instructor with a copy of their Authorized Academic Accommodations letter each semester (AAA letters). Copies are provided by the DSPS Offices to the student.

Dispute over Authorized Academic Accommodations

In accordance with the San Diego Community College Board Policy 3105

Request for academic accommodations are made through the DSPS Office (or a student can meet with the College 504 Officer).

STEP 1: Academic accommodations are granted once proof of disability is provided addressing issues of functional limitations and an interactive meeting with a DSPS Counselor Specialist occurs.

STEP 2: The student is responsible for providing each instructor with a copy of their Authorized Academic Accommodations letter each semester (AAA letters). Copies are provided by the DSPS Offices to the student.

STEP 2:

Student, faculty and DSPS faculty meet to identify and resolve the issue within 10 instructional days from the date of the complaint/concern.

STEP 3:

A written notification of denial is required by DSPS within 10 days.

If the issues are not resolved

Informal Process

STEP 1:

Written complaint to College 504 Officer within 10 days of the informal process written result.

STEP 2:

504 Officer will review facts and provide a written decision of findings to the student within 10 days of receipt of complaint.

AND STEP 3:

Written notification to the student includes the option to continue to formal grievance if the dispute remains unresolved.

If the issues are not resolved

Formal Grievance Process

Established process of Board Policy 3100.1 will be followed. The committee is composed of the 504 officer (non-voting), DSPS faculty, 1-3 faculty in which one is a subject matter expert, and 1-3 students. A written report is submitted to the President within 5 instructional days. The President renders a decision within 5 days. The decision at this level is final and sent to the student.

Disability Discrimination

Student believes they have been excluded from participation, denied benefits of activity or program or otherwise discriminated against due to their disability.

STEP 1: Referral to Site Compliance Officer (SCO) for unlawful discrimination (Edwin Hiel, (619) 388-3036.

STEP 2: Complaint form and follow-up process is followed including fact finding and decision.

Course Waiver or Course Substitution?

If you are requesting a course substitution or course waiver as an accommodation due to your disability, please see the (Board Policy) BP 3105 for process and procedure.

San Diego City College
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