



# SAN DIEGO COMMUNITY COLLEGE DISTRICT Disability Support Programs and Services



## SERVICE POLICY

Student \_\_\_\_\_ CSID# \_\_\_\_\_ Date \_\_\_\_\_

1. Students are eligible for the services of the San Diego Community College District Disability Support Services with the following provisions:
  - A. Verification of Disability
    - Verification documentation may be shared with other SDCCD sites
  - B. Enrollment as a College student
  - C. Schedule two appointments with a DSPPS Counselor each semester to:
    - Maintain the Student Educational Contract
    - Request appropriate support services/accommodations
    - Retain priority registration status
2. Each semester I will discuss accommodations with the counselor. The DSPPS staff will coordinate and schedule requested services with me throughout the semester. **I understand that DSPPS counselors may need to share information regarding my disability and reasonable accommodations with the college instructors affected by these classroom accommodations.**
3. I understand that all personal, non-academic information disclosed within my counseling sessions is confidential and may not be revealed to anyone outside of DSPPS, without my written permission except when disclosure is required by law or ethical concerns. Such exceptions include: **(1) If there is reasonable suspicion of child abuse (either currently or past) (2) Reasonable suspicion of abuse of an elderly or disabled person (3) If I pose a threat to another person (4) If I am likely to harm myself unless protective measures are taken.**
4. **I am responsible for notifying the DSPPS service provider if I cannot keep a scheduled appointment.** Following two (2) absences without prior notification, the service will be suspended. I must then arrange to meet with the DSPPS Coordinator to discuss and resolve the unexcused absences and request reinstatement of the service.
5. I am expected to respect and obey standards of student conduct while in class or on the campus. The Student Code of Conduct and Grievance Procedures (Policy 3100) can be found in the college catalog, student handbook and the office of the Vice President of Student Services (A-104).
6. In cases where a grievance is related to academic accommodation, I am encouraged to contact the DSPPS Office immediately.

I have read, understand, and agree to follow the above rules for the responsible use of DSPPS services. I have received a copy of this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date