

AR 4435 Responsible Use of Computer Resources

As a condition of using the District's computer resources, all student users (hereinafter "users") must sign the written "Acceptable Use Agreement" referred to in this Regulation. This agreement states that the user has read the Regulation and agrees to responsible usage of computer resources as defined in this Regulation. Also, any additional guidelines established by the administrators of each system shall be adhered to. Such guidelines will be periodically reviewed by the Information Services Committee and may become subject to Board approval as a District Regulation or procedure. Use of the District's computer resources in violation of this Regulation is prohibited, and can result in revocation of a user's access to the District's computer resources, student disciplinary action, consistent with established Board Policies, Administrative Regulations, applicable statutes and a referral for prosecution to other entities for violation of federal, state and/or local laws and regulations.

1. Definition of Terms

Administrative Officer:	Employee of SMC with supervisory responsibility over a unit of the College which operates Information Resources.
Computer Account:	The combination of a user number, user name, or user identification and a password that allows an individual access to a mainframe computer or some other shared computer or network.
Computer Resources:	The sum total of all computers, workstations, mainframes, software, cabling, peripherals, networks, accounts, passwords, ID numbers, and data owned or leased by SMC.
Data Owner:	The individual or department that can authorize access to information, data or software and that is responsible for the integrity and accuracy of that information, data, or software. The data owner can be the author of the information, data or software or can be the individual or department that has negotiated a license for SMC's use of the information, data or software.
Information Resources:	In the context of this Regulation, this phrase refers to data or information and the software and hardware that makes that data or information available to users.
Mainframe Computers:	"Central" computers capable of use by several people at once.
Network:	A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.
Normal Resource Limits:	The amount of disk space, memory, printing, etc., allocated to your computer account by that computer's system administrator.
Peripherals:	Special-purpose devices attached to a computer or computer network. For example, printers, scanners, plotters, etc.

Project Director:	Person charged with administering a group of computer accounts and the computing resources used by the people using those computer accounts.
Server:	A computer that contains information shared by other computers on a network.
Software:	Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, CDs, etc.) Usually used to refer to computer programs.
System Administrator:	Staff employed by SMC whose responsibilities include system, site, or network administration and staff employed by SMC departments whose duties include system, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. If you have a computer on your desk, you may be acting, in whole or in part, as that computer's system administrator.
User:	Any student who does not have system administrator responsibilities for a computer system or network but who makes use of that computer system or network. A user is still responsible for his/her use of the computer and for learning proper data management strategies.

2. Regulation Coverage

A. Privileges

- (1) Computers and networks provide access to resources as well as the ability to communicate with others worldwide. Access to SMC computing resources is a revocable privilege which requires that users act responsibly and in a manner consistent with the provisions of this Regulation. Individuals must respect the rights of other users, respect the integrity of the systems they are using, and observe all relevant laws and regulations.
- (2) Users do not own accounts on SMC computers, but rather are granted the use of such accounts. The District owns the account and grants individuals the privilege of using it.
- (3) All enrolled students may apply for user IDs to utilize e-mail and Internet and intranet services offered by the District. Such an application may be granted only if the applicant signs the Acceptable Use Agreement referred to herein. Users who have had their privileges revoked or suspended may not apply for a user ID during the term of such revocation or suspension.

- (4) SMC computers and networks are to be used for District-related research, instruction, learning, distribution of scholarly information, and administrative activities. Such uses shall be consistent with, and limited by the activities set forth in Section 2(B)(3) [Appropriate Use] of this Regulation. Users are required to use the District's computer resources, including hardware, software, networks, and computer accounts in accordance with this Regulation and in respect of the rights of other computer resource users. District computer resources are not available and shall not be used for purposes specified in section 2(C) of this Regulation [Inappropriate Use.]
- (5) Users shall not attempt to modify any system or network or attempt to crash or hack into District systems. They shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Nor shall users attempt to remove existing software or add their own personal software to District computers and systems unless properly authorized.
- (6) Users shall use only their own designated computer accounts. Users are required to keep all ID's, passwords, and account information confidential, and shall take reasonable precautions to prevent others from obtaining this information. It is recommended that users change their passwords periodically to prevent unauthorized use of their account. Accounts are not transferable, and users shall not allow others to use their own account. Users will be responsible for any use of their accounts by others to whom access has been given.

Users shall not use another individual's ID, password or account. Users shall respect the privacy and personal rights of others, and are prohibited from accessing or copying another user's e-mail, data, or other files without the prior express consent of that user. Users shall send e-mail only from their own personal e-mail addresses. Users are prohibited from concealing or misrepresenting their identity while using the District's computer resources.
- (7) Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable college regulations. Users are required to abide by all applicable copyright and trademark laws, and to abide by all licensing agreements and restrictions. Users shall not copy, transfer, or utilize any software or electronic materials in violation of such copyright, trademark and/or licensing agreements. The copying of software that has not been placed in the public domain and distributed as "freeware" is expressly prohibited by this Regulation. Users who access, copy, transfer and/or use "shareware" are expected to abide by the requirements of the shareware licensing agreement. No user may inspect, change, alter, copy or distribute proprietary data, programs, files, disks or software without proper authority.

(8) The conventions of courtesy and etiquette which govern vocal and written communications shall extend to electronic communications as well. Fraudulent, harassing, threatening, or obscene messages (as those terms are defined in Section 2.5.2.1.1 of this Regulation) and/or other materials must not be transmitted through the District's computer resources.

(9) Expected Privacy

The District's computer resources and all users' accounts are the property of the District. There is no right to privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of this Regulation has occurred. The District will remove any information on the system that it determines to be in violation of this Regulation.

Users must understand the weak privacy afforded by electronic data storage and electronic mail in general, and apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including e-mail, that is transmitted over the District's computer resources and/or the Internet is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through the District's computer resources.

In addition, users should be aware that the District may access information contained on its computer resources under numerous circumstances, including, but not limited to, the following circumstances:

- (a) Under the California Public Records Act (CPRA), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, the District may access and provide such data without the knowledge or consent of the user.
- (b) The District will cooperate appropriately, upon the advice of District Legal Counsel, with any local, state or federal officials investigating an alleged crime committed by an individual affiliated with a District computer resource, and may release information to such officials without the knowledge or consent of the user.
- (c) The contents of electronic messages may be viewed by a system administrator in the course of routine maintenance, or as needed for District administrative purposes, including investigation of possible violations of this Regulation.

- (d). In addition, electronic mail systems store messages in files (e.g. the file containing a user's inbound mail.) These files are copied to tape in the course of system backups. The contents of these files and the copies on system backup tapes are subject to disclosure as stated in the preceding paragraphs.

(10) Receipt of Offensive Material

Due to the open and decentralized design of the Internet and networked computer systems of the District, the District cannot protect individuals against the receipt of material that may be offensive to them. Those who use the District's computer resources are warned that they may receive materials that are offensive to them. Likewise, individuals who use e-mail or those who disclose private information about themselves on the Internet or on District computer resources should know that the District cannot protect them from invasions of privacy

B. Ethical Standards

Supporting the District's stated mission to "promote creativity, collaboration and the free exchange of ideas in an open, caring community of learners" (SMC Mission Statement), the District's networked computing facilities and systems offer powerful tools for open learning and exchange of ideas. However, with power comes responsibility and ethical obligation. If this electronic medium of exchange is to function well and support "an open, caring community of learners," its users need to agree to and abide by ethical standards of online behavior that assure all users fair, equitable, effective and efficient access and use. Such ethical standards include but are not limited to:

(1). Honesty:

- (a) Users agree to represent themselves according to their true and accurate identities in all electronic messages, files and transactions at all times.
- (b) While using college computing facilities and systems, users agree to behave within the standards described in the college's Code of Academic Conduct, especially those standards describing academic honesty and campus safety. These standards regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work.

(2) Respect:

- (a) Legal and ethical limitations on the use of District computer resources. In using the District's computer resources, users must communicate in the same manner as is expected in the classroom or on campus. The distance provided by electronic communications does not create a forum in which there are no ethical or legal limitations. Users shall not use District computer resources in any unlawful manner, including, but not limited to, attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another.

While the District recognizes and respects users' rights to freedom of speech, such rights are not absolute. Speech which is fraudulent, libelous, obscene, harassing, or threatening is not permitted under state or federal law. Users are expressly prohibited from using the District's computer resources to engage in such conduct. Users violating this section will be subject to revocation of their user accounts, and will be further subject to student/staff disciplinary action, and, in appropriate circumstances, a referral for prosecution for the violation of criminal laws.

For purposes of this Regulation, the terms fraud and libel are given their legal meaning as developed by the courts of this State and of the United States. "Obscenity" means words, images, or sounds which a reasonable person, applying contemporary community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose, and materials that, taken as a whole regarding their content and their particular usage or application, lack any redeeming literary, scientific, political, artistic or social value. "Threatening" means communications which result in an individual being fearful of imminent bodily harm and/or emotional/mental disruption of his/her daily life. "Harassing" means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys or harasses another, and which serves no legitimate purpose. In addition, "Harassment" shall also mean to subject another to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code Section 212.5.

- For the privacy, integrity and ownership of others' electronic files, documents and materials.
 - For the access rights of others.
 - For the rights of others to an educational environment free of any form of harassment.
- (b) For the integrity and content of college electronic documents, records or identification issued or posted online by faculty, staff or administrators.
- (c) For the rights of others over the integrity of their intellectual property and to the fruits of their intellectual labor.
- (d) For the access and security procedures and systems established to ensure the security, integrity and operational functionality of the college computing facilities and systems for the entire college community.

(3) Appropriate Uses of College Computer Resources

The college's computing facilities and network systems exist to support the instructional, cultural, research, professional and administrative activities of the college community. In general, the same guidelines that apply to the use of all college facilities apply to the use of college computing resources. All users are required to behave in a responsible, ethical and legal manner as defined by this Regulation and other existing college regulations and guidelines. The following sections broadly define appropriate and inappropriate use.

a. Appropriate use

Activities deemed to be appropriate uses of Santa Monica College computing resources include but are not necessarily limited to:

b. Educational Use

Carrying out SMC course assignments and activities requiring access to and use of campus computing facilities and systems, including:

- Authorized access to and use of computer programs licensed by SMC available on stand-alone and networked computing stations.
- Authorized access to lab and campus networks to perform and complete required course work for SMC courses in which the user is currently enrolled.
- User access to authorized SMC student e-mail accounts.
- Independent study and research.
- Users agree to follow acceptable use regulations established by individual computing labs and network systems and to obey directives issued by authorized District personnel supervising such labs and systems.

C. Inappropriate Use

Use of District's computer resources for purposes other than those identified in section 3.1 is not permitted. Users are specifically prohibited from using the District's computer resources in any manner identified in this section, as identified in the following subsections. Users who violate this section of the Regulation by engaging in inappropriate use of the District's computer resources shall be subject to the revocation or suspension of user privileges, student disciplinary procedures, and may be subject to criminal or civil sanctions if permitted by law. Inappropriate uses of Santa Monica College computing resources which violate this Regulation include, but are not limited to:

- (a) Destruction or damage to equipment, software, or data belonging to the college or others
- (b) Disruption or unauthorized use of accounts, access codes, or identification numbers
- (c) Use of District computer resources to harass others, as defined in section 2.4.2.1.1 of this Regulation.
- (d) Use of District computer resources in ways which intentionally or unintentionally impede the computing activities of others are prohibited. Such activities include, but are not limited to, disrupting another's use of computer resources by game-playing; sending an excessive number of messages or e-mail; making or printing

excessive copies of documents, files, data, or programs; or introducing computer viruses of any type onto the District's computer resources.

- (e) Use of the District's computer resources which violates copyrights, trademarks and/or software license agreements
- (f) Use of the District's computer resources to violate another's privacy, including, but not limited to, accessing or using another user's account, id number, password, electronic files, data or e-mail.
- (g) Use of the District's computer resources in an effort to violate the District's rules of Student Conduct/Academic Honesty Regulation including, but not limited to, the following types of conduct:
 - Copying a computer file that contains another student's assignment and submitting it as your own work.
 - Copying a computer file that contains another student's assignment and using it as model for your own assignment.
 - Working together on an assignment, sharing the computer files or programs involved, and then submitting individual copies of the assignment as your own individual work.
 - Knowingly allowing another student to copy or use one of your computer files and to submit that file, or a modification thereof, as his or her individual work.
 - Specific examples of inappropriate use of computing resources include but are not limited to:
 - Impersonation of any person or communication under a false or unauthorized name
 - Transmission of any unsolicited advertising, promotional materials or other forms of solicitation
 - Using District resources for commercial purposes or personal financial gain
 - Using District computer resources in any unlawful manner including, but not limited to, attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another
 - Inappropriate mass mailing (“spamming” or “mail bombing”)
 - Tampering, or attempting to tamper with any software protection, encryption or restriction placed on computer applications or files.
 - Knowingly or carelessly introducing any invasive or destructive programs (i.e., viruses, worms, Trojan Horses) into District computers or networks
 - Attempting to circumvent local or network system security measures
 - Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.
 - Installing unauthorized software programs on District local computing devices or network systems and/or using such programs.
 - Ignoring or disobeying regulations and procedures established for specific computer labs or network systems.
 - Copying system files, utilities and applications that expressly belong to the District.

3. Inappropriate Uses of District Computer Resources: Reporting and Consequences

A. Investigating Violations

If District staff or system administrators have information that a violation of this Regulation or any other misuse of computing resources has occurred, and if that information points to the computing activities or the computer files of a student, they have the obligation to pursue any or all of the following steps to protect the user community.

- (1) Take action to protect the system(s), user jobs, and user files from damage. SMC reserves the right to immediately suspend a user's privilege of access to SMC's computer resources if SMC has any reason to believe that the user has committed a violation of this Regulation.
- (2) Notify the alleged abuser's supervisor, project director, instructor, academic advisor or administrative officer, as appropriate, of the investigation.
- (3) Refer the matter for processing through the appropriate District's student disciplinary process if the user's actions are deemed to be in violation of standards of conduct for students.
- (4) Suspend or restrict the alleged abuser's computing privileges during the investigation and administrative processing.
- (5) Inspect the alleged abuser's files, diskettes, and/or tapes.
- (6) Minor infractions of this Regulation or those that appear accidental in nature are typically handled internally by the Director of Network Services in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via the procedures outlined above.
- (7) Infractions such as harassment, or repeated minor infractions as described in this Regulation may result in the temporary or permanent loss of access privileges, notification of a student's academic advisor and/or Student Conduct Office.
- (8) More serious infractions, such as unauthorized use of another user's ID and/or account, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of the District's regulations, or repeated violations of minor infractions may result in the temporary or permanent loss of access privileges, and referral for discipline under applicable existing student disciplinary processes.
- (9) Offenses which are in violation of local, state or federal laws will result in the immediate loss of computing privileges, student discipline, and will be reported to the appropriate law enforcement authorities.

Abuse of computing privileges is subject to disciplinary action as well as loss of computing privileges. An abuser of the District's computing resources may also be liable for civil or criminal prosecution. It should be understood that nothing in this Regulation precludes enforcement under the laws and regulations of the State of California, any municipality or county therein, and/or the United States of America.

4. Procedure for Suspension and/or Revocation of Computer Use Privileges

A. Student Violations

Individuals may report a suspected violation of this Regulation by a student to the College Disciplinarian. The College Disciplinarian shall then determine whether a violation of this Regulation has occurred. If the College Disciplinarian determines that a violation has occurred, he/she may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the College Disciplinarian must provide the user with written notice of the suspension or revocation, and provide a statement of the reasons for the action(s) taken. College Disciplinarian's determination to suspend or revoke a student's user privileges may be appealed pursuant to the appeal procedures set forth in the Student Code of Conduct. Thereafter, the College Disciplinarian may also submit the matter to the Office of Student Affairs for a determination of whether additional action should be taken pursuant to established District student discipline procedures as outlined in the Student Code of Conduct. Possible sanctions include the deletion of materials found to be in violation of this Regulation, loss of computer resource privileges, student expulsion, and other sanctions available within the judicial processes.

Reviewed and Approved: 12/11/01

AR 4111.1 Auditing of Courses

The auditing of courses is not permitted at Santa Monica College.

Reviewed and/or Updated: 12/11/01

AR 4111.8 Enrollment Priorities

Enrollment priorities are contingent upon degree and transfer articulation standards as well as unit completion, as related to meeting said standards. The District will extend priority consideration to students with special needs, including but not limited to students participating in approved programs authorized to receive "support services" as outlined in Title V and California Education Code or certain District programs.

A detailed policy will be maintained in Admissions and Records.

Reference: Education Code 76001, 76370
Title V sections 56026, 69640-69658

Approved: 3/06

AR 4343 Remedial Coursework Limitation

Student enrollment in remedial coursework is limited to 30 semester units completed. Remedial coursework refers to the following pre-collegiate basic skills: pre-collegiate basic skills courses are those courses in reading, writing, computation, learning skills, study skills, and English as a Second Language which are designated by Santa Monica College as non-degree credit courses.

Students requiring additional remedial coursework shall be referred to appropriate adult non-credit educational services provided by the College, or other appropriate local schools with which the district has an established referral agreement. The following students are exempted from the limitation on remedial coursework.

1. Students enrolled in one or more courses of English as a Second Language (ESL);
2. Students identified by the College as having a learning disability.

Standards shall be developed for waivers of the limitation on remedial coursework to any student who shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses. The standard shall include provisions which insure that waivers are only given for specified periods of time or for specified number of units.

A student who does not attain full eligibility status for college-level work within the 30 unit limit shall, unless provided with a waiver, be dismissed and referred to adult non-credit education courses.

A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skill levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level course work.

The District shall submit, through the established Management Information System, information necessary to enable the Chancellor to determine the following:

1. The effect of a limitation of remedial coursework on students by sex, age and ethnicity;
2. Success rates for students enrolled in "remedial coursework."

Reference: Title 5, Sections 55502, 55756.5

Reviewed and/or Updated: 12/11/01

AR 4115 Academic Adjustments for Students with Disabilities

In accordance with State and Federal law, academic rules, policies and practices at Santa Monica College may be modified, as necessary, to ensure that they do not discriminate, or have the effect of discriminating on the basis of handicap, against qualified handicapped applicants or students. The procedure for seeking an adjustment is as follows:

Process for Adjustment

1. A student with a documented disability contacts the instructor or instructors prior to or at the beginning of the semester with a request for an academic adjustment.
2. The instructor or instructors discuss the request with the student and confer (if necessary) with the staff at the Center for Students with Disabilities to determine an appropriate adjustment.
3. A student with a documented disability may also seek an adjustment by requesting staff at the Center for Students with Disabilities to initiate contact with the instructor(s).
4. If the student, instructor(s) and staff at the Center for Students with Disabilities have made a reasonable effort to resolve the matter and are unable to agree on an appropriate adjustment within five working days, the matter may be referred to the 504 Compliance Office or her/his designee.
5. The 504 Compliance Officer or her/his designee will gather appropriate information and determine a reasonable accommodation within two working days after having received written notification of a problem from a concerned party and will make an interim adjustment pending a final resolution.

Appeal Process

1. If the student or the agents of the college do not concur regarding the requested academic adjustment, the matter will be forwarded to the Academic Accommodations Panel. The role of the Academic Accommodations Panel is to review the request for academic adjustment. Specifically, does the adjustment ensure access for the disabled for participation in the academic program and maintain the integrity of the course content?
2. The Academic Accommodations Panel will include the following members:
 - A faculty member from the Disabled Student Programs and Services (DSPS)
 - The 504 Compliance Officer
 - Two instructors from the academic area (one selected by the department chair and one selected by the instructor)
 - An advocate or information specialist of the student's choice (non-voting)
 - An academic administrator who serves as the chair of the committee

3. The student and the instructor will meet with the Academic Accommodations Panel and will have an opportunity to express their concerns.
4. The Academic Accommodations Panel will meet no later than 10 working days after the interim adjustment has been made and will then render a written decision within five working days.

Reviewed and/or Updated: 12/11/01

AR 4131 Records Classification and Retention

The administrators responsible for Admissions and Records, Financial Aid and Student Life will annually classify student records into the following categories:

Class 1

Permanent Records (as defined in Section 59024, Title 5). Those records that are defined as permanent must be retained indefinitely.

Class 2

Optional Records (as defined in Section 59024, Title 5). Those records which are not required by law to be retained permanently but determined by the college to be worthy of further preservation.

Class 3

Disposable Records (as defined in Section 59025, Title 5). Those records are to be retained for three years beyond the academic year in which they were originated.

Class 4

Disposable Records. Those records which have no required retention period may be destroyed at any time.

Reference: Title 5, Section 54608, 59023-25
 Education Code Section 76220

Reviewed and Approved: 12/11/01

AR 4431 Student Dances

On Campus Student Groups

On campus student groups wishing to sponsor a dance on campus must plan the event in cooperation with their faculty advisor.

A meeting that includes the faculty advisor, the Dean of Student Life, the Student Activities Advisor, the Events Manager, campus police, club representatives and good services representatives must be scheduled a minimum of four weeks prior to the event to discuss the details of the event. The faculty advisor, the Dean of Student Life and the Events Manager must complete and sign a "Facilities Use Permit." For further details of the rules and regulations please see the Dean of Student Life.

Off-Campus Groups

No individual, club, or organization may sponsor any outside group without the written approval of the appropriate administrator. For faculty and classified personnel, the appropriate person is the Executive Vice-President of Business and Administration. For the Associated Students and student clubs, the appropriate person is the Dean of Student Life. Any individual, organization, or club that sponsors an off-campus group assumes responsibility and liability for the outside group's activities. If it is a club, in addition to the preceding, the faculty advisor must approve the event and be present at the event.

Reviewed and/or Updated 12/11/01

AR 4446 Club Events

In order to facilitate event planning, clubs must obtain the "Application for Use of College Facilities" form from the Student Activities Office. Once the application is completed and signed by the club advisor and the Dean of Student Life, the Student Activities Office will forward it to the Events Office. A permit will be issued within approximately seven days.

Reviewed and/or Updated: 12/11/01

4353 Adjustment of Graduation Requirements for Students with Disabilities

In cases in which an otherwise qualified student's disability-related functional limitations may preclude him/her from successful completion of a course required for a degree or certificate, a course substitution may be considered.

If the student and the academic department mutually agree upon a course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, the course substitution will be granted by the Vice President of Academic Affairs. If the academic department has denied a student's request for course substitution and the student remains unable to complete a course, the student may appeal this decision by taking the following steps:

Process for Course Substitution:

1. The student will complete a written, formal request and submit this petition to a DSPS faculty member. This request may only be accepted by DSPS after the student has completed 45 applicable units. This request should be submitted prior to the student's final semester to avoid last semester negotiations.
2. A preliminary review of the student's disability-related need for a course substitution will be made, taking into account the unique needs of each student. This review must be conducted by a team of appropriate professionals within DSPS, including the Coordinator of DSPS. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor's Office relevant to the student's disability must be demonstrated to the DSPS office in order to proceed with a formal request. (Sections 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5)
3. If the DSPS team determines that the above requirements are met, it will develop an educational plan with the student that addresses the student's particular disability, immediate and future educational and career goals, and how this particular course substitution will affect any prerequisite, graduation or transfer requirements detailed by this educational plan. Within thirty

(30) instructional days of receiving the formal request, DSPS and the student will present this plan in writing to an ad hoc committee consisting of the following individuals:

- Academic Dean (Chair of the ad hoc committee)—appointed by the President or designee.
- DSPS Coordinator or designee
- Department Chair from the area in which the course to be substituted is offered
- Two at-large faculty members:
 - Curriculum Committee Chair (or designee)
 - Faculty member not from the department from which the student seeks the substitution (appointed by the Academic Senate President)
- ADA/Section 504 Compliance Officer (non-voting)

A quorum shall be established when at minimum the Department Chair (or designee), the DSPS Coordinator (or designees), and one faculty member are present. Other, non-voting individuals may be present if requested by committee members. The petition will be evaluated on a case-by-case basis. Through the evaluation of the student's transcript and the proposed plan, it must be evident that the student is otherwise qualified and will meet all other graduation requirements (see AR 4350). Within twenty (20) days of the referral from DSPS, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program in which case necessary adjustments of the educational plan may be presented. The plan developed by the ad hoc committee becomes effective immediately and will be coordinated and implemented by DSPS. The Coordinator of DSPS or his/her designee will ensure that the provisions of the plan are followed.

4. If a course substitution (which may include a special project or independent study coursework) is recommended, a written contract between the ad hoc committee and student will be established. The relevant academic departmental representatives will recommend a substitution which will achieve student learning outcomes and objectives comparable to those of the course for which the work will be substituted. The committee, may at its discretion request/require any of the following:
 - Completion of the substitute work within a specified period of time.
 - If a project or independent work is assigned, the department chair and/or a departmental faculty member will be solely responsible for evaluating the student's work and communicate its evaluation results to committee members.
5. Once the agreed upon project or independent work has been successfully completed, the ad hoc committee may at its discretion reconvene to certify its completion and forward its approval to the Vice President of Academic Affairs for final approval.
6. It is the student's responsibility to consider the consequences of course substitution in transferring to another postsecondary institution. If the original course is required for transfer, it is the student's responsibility to contact the transfer institution for consideration of a disability-related adjustment.
7. The district is not obligated to develop a substitute course. Academic requirements that are essential to a program or directly linked to licensing requirements will not be considered for substitution.

Reference: Title 5, Sections 56032-56044

Approved: 05/02/06