

Student Educational Contract

Student Name _____

Identification Number _____

Date _____

CLASSES TO CONSIDER FOR ACADEMIC SUCCESS

Academic Success

- ACSK 005 Academic Support Lab
- ACSK 110 Test Preparation: Occupational
- ACSK 120 Learning Essentials for College Survival
- ACSK 121 Strategic Textbook Study
- ACSK 225 College Success
- ACSK 227 Test and Performance Anxiety

Reading Courses

- ACSK 030 Phonetic Foundations
- ACSK 032 Reading Comprehension
- ACSK 034 Building Reading Comprehension
- ACSK 036 Reading Essentials

Writing Courses

- ACSK 050 Writing Fundamentals
- ACSK 055 Spelling Essentials
- ACSK 058 Grammar Essentials

Computer Technology Courses

- ACSK 001 Computer Access Evaluation
- ACSK 004 Adapted Studies: Lecture
- ACSK 007 Adapted Studies: Laboratory
- ACSK 010 Keyboarding for Computer Access
- ACSK 013 Comp Access: Word Processing

- ACSK 019 Intro to Computers Using Assistive Tech
- ACSK 022 Intro to Internet Using Assistive Technology
- ACSK 025 Computer Access: Adapted Word Processing I
- ACSK 031 Computer Access: Applications

Math Courses

- ACSK 075 Arithmetic Fundamentals
- Math 003 Arithmetic Review
- Math 007 Pre-algebra
- Math 008 Introduction to Factoring
- Math 110 Intro to Graphing Calculators
- Math 112 Converting Measurements
- Math 114 Word Problems
- Math 119 Elementary College Math
- Math 021/122 Two-semester Beg. Algebra
- Math 126 A/B Two-semester Int. Algebra

Adapted PE

- PEAD 200 Adapted Aquatics
- PEAD 205 Adapted Fitness: Weight Trn'g
- _____
- _____

MAJOR(S)

Cuesta: _____

Transfer: _____

LONG TERM GOAL(S)

SHORT TERM GOALS

PROGRESS

Has there been progress toward goal(s)? Yes No

New Student

Measured by: _____

REFERRAL TO:

- Academic Counseling
- Academic Tutoring
- Career Center
- Department of Rehabilitation
- EOPS
- Financial Aid
- Office of Employment Training
- _____
- _____

EDUCATIONAL ACCOMMODATIONS

The following accommodations may be provided to a student only if the accommodations:

- Do not duplicate services or instruction which are otherwise available to all Cuesta College students
- Are directly related to the educational limitations of the student's verified disabilities
- Are directly related to the student's participation in the educational process at Cuesta College
- Are intended to promote the maximum independence and integration of the student, and
- Will support participation of the student in educational activities consistent with the college mission

The college may decline to provide accommodations that would necessitate fundamental alterations of academic requirements

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This page is to be completed by a DSPS Specialist & student.

<u>Educational Limitation</u>	<u>Recommended Accommodations</u>	<u>Adaptive Equipment</u>
<input type="checkbox"/> Producing in-class notes, assignments, or other written requirements	<input type="checkbox"/> Note taking Assistance <input type="checkbox"/> In-Class Recording <input type="checkbox"/> _____	<input type="checkbox"/> Track Ball <input type="checkbox"/> Natural Keyboard <input type="checkbox"/> Big Shot <input type="checkbox"/> Zoom Text <input type="checkbox"/> CCTV <input type="checkbox"/> Jaws <input type="checkbox"/> Kurzweil <input type="checkbox"/> Recorder
<input type="checkbox"/> Seeing or processing visually presented, classroom materials	<input type="checkbox"/> Texts on Tape <input type="checkbox"/> E-text <input type="checkbox"/> Enlarged Material <input type="checkbox"/> Brailled Material <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Hearing lecture, student discussion, or other verbally presented information	<input type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Closed Caption <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Taking exams in the traditional manner	<input type="checkbox"/> Extended Time Math x _____ Essay x _____ Objective x _____	<input type="checkbox"/> _____
	<input type="checkbox"/> Low Distraction Testing <input type="checkbox"/> Verbalization <input type="checkbox"/> Scribe <input type="checkbox"/> Reader/Tape/E-text <input type="checkbox"/> Braille/Large Print <input type="checkbox"/> Computer <input type="checkbox"/> Spell Checker <input type="checkbox"/> 4-function Calculator <input type="checkbox"/> x Tables, + Tables <input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Completing course requirements without specialized tutoring	<input type="checkbox"/> Math Support	Specialist Comments: _____
<input type="checkbox"/> Scheduling and registering	<input type="checkbox"/> Registration Assistance <input type="checkbox"/> Priority Registration	_____
<input type="checkbox"/> Acquiring knowledge of college and community resources	<input type="checkbox"/> Disability-Related Counseling <input type="checkbox"/> Referral to Campus Resources <input type="checkbox"/> Referral to Community Resources <input type="checkbox"/> _____	_____
<input type="checkbox"/> Moving around campus or classroom (Temporary disability only)	<input type="checkbox"/> Adapted Furniture <input type="checkbox"/> Assistive Technology Evaluation	_____
<input type="checkbox"/> Using college facilities, equipment, and materials		Other Accommodations: _____

- I have actively participated in the formulation of this SEC.
- I agree to abide by the *DSPS policies and procedures*, the *Student Code of Conduct*, and *Academic Honesty*.
- I have received the policies and procedures for each of the services I will be receiving.

Student Signature

Date

DSPS Specialist Signature

Please meet with your Specialist to update your SEC before

DSPS Specialist @ SLOC NCC SCC
 B L S D M V H P O



Disabled Student Programs and Services

A Student Educational Contract (SEC) is a plan to address your specific needs as a student with a disability. The SEC specifies the support services and classes that are identified and agreed upon by both you and a DSPTS Specialist as necessary to meet your specific educational needs. A SEC must be established upon initiation of DSPTS services. The SEC shall be updated annually by you and a DSPTS Specialist to review services and determine whether you have made progress toward your stated goal(s).

DSPTS Student Rights

According to the California Code of Regulations (Title V), the Rehabilitation Act of 1973 (Section 504), and The Americans With Disabilities Act of 1990 (ADA), you have certain rights.

- As a qualified student with a verified disability, you have the right to receive reasonable academic accommodations based on your educational limitations in order to have access to activities, programs, and services. The college faculty and staff shall not automatically reject an accommodation unless other effective, more feasible ones exist, or the identified accommodations have been determined to lower academic standards or otherwise fundamentally alter the nature of the program in question.
- Your participation in DSPTS shall be entirely voluntary.
- All records maintained by DSPTS personnel pertaining to your disabilities shall be protected from disclosure and shall be subject to the Family Educational Rights And Privacy Act requirements for handling of student records. Portions of the information you present to DSPTS may be shared with the Chancellor's Office of the California Community Colleges or other state or federal agencies; however, disclosure to these parties is made in strict accordance with applicable statutes regarding confidentiality, including the Family Educational Rights And Privacy Act. According to Section 7 of the Federal Privacy Act, providing your social security number is voluntary.
- Receiving DSPTS support services/accommodations or DSPTS instruction shall not preclude you from participating in any other course, program or activity offered by the college.
- You shall not be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in a public entity. In essence, you shall not be discriminated against in any way on the basis of disability.

If you wish to file a formal complaint or grievance regarding discrimination on the basis of disability, you should contact the DSPTS Director (805-546-3148) or the ADA/504 Coordinator (805-546-3129). You may also contact the US Department of Education Office for Civil Rights.

I have reviewed this page of DSPTS Student Rights.

 Student Initials

 Date

DSPS Student Responsibilities

Disabled Students Programs and Services (DSPS) receives special funding to provide services to students with disabilities and is required to meet state and federal regulations. To help us comply with these regulations, you, as a student receiving DSPS services, have the following responsibilities:

- to provide DSPS with the necessary documentation of a disability;
- to request services;
- to meet with a DSPS specialist to complete a *Student Educational Contract*;
- to demonstrate measurable progress toward the goals in your *Student Educational Contract*;
- to notify DSPS in advance of any absences from class or appointments *if* you are using readers, interpreters, tutors, and/or other assistants (failure to notify DSPS might result in the loss of services);
- to return any equipment on loan from DSPS at the end of each semester (if the equipment is not returned, you will be held responsible for replacement costs);
- to maintain behavior appropriate in an educational setting; and
- to abide by the Student Code of Conduct and the Academic Honesty policy.

Student Code of Conduct at Cuesta College (Board Policy 6200)

You are held individually responsible to abide by the information contained in the Cuesta College Catalog and by the Student Code of Conduct. Failure to read and comply with college regulations will not exempt students from whatever penalties they might incur.

You are expected to conduct yourself in an acceptable manner while on campus and when representing Cuesta College in any off-campus activity. Specific rules and regulations and applicable penalties for violation of the Student Code of Conduct (Ed Code 66300) are available in the Office of the Dean of Student Services at any time. You have the responsibility to be aware of the College regulations.

Academic Honesty at Cuesta College

The Student Code of Conduct published in the Cuesta College catalog defines dishonesty as “. . . cheating, plagiarism, or knowingly furnishing false information to the college.” Such behavior shall constitute sufficient cause for the initiation of disciplinary action.

Policy for Suspension of DSPS Services

If you fail to follow the written policies and procedures for DSPS services, the DSPS Director will notify you in writing that you are in violation of the DSPS policies and procedures and that if you continue to be in violation, services may be suspended or terminated. You will be invited to discuss the issue in a meeting with the DSPS Director. A written notice will be sent to you when formal action is taken to suspend or terminate services. You will also be notified of the process for appeal of a decision to suspend or terminate services.

I have reviewed this page of DSPS Student Responsibilities.

Student initials

Date

San Luis Obispo Campus

Hwy 1 • San Luis Obispo, CA 93403-8106
(805) 546-3148
Fax: (805) 546-3930

North County Campus

2800 Buena Vista Drive • Paso Robles, CA 93446
(805) 591-6215
Fax: (805) 591-6372