

POLICY GUIDELINES FOR SERVICES
STUDENT ACCESSIBILITY SERVICES (SAS)
BERKELEY CITY COLLEGE (BCC)

POLICY GUIDELINES FOR SERVICES

1. Request your academic accommodations *in a timely manner*. Certain services take more time to prepare, so students are encouraged to request services as early as possible in the semester or the semester before.
2. Request support services from SAS *each semester* that you are enrolled for classes. All enrolled SAS students are eligible for *priority registration*, but may be dropped from the priority registration list if they are not continuous with requesting services each semester.
3. Your support services are directly related to the educational limitations that are specific to your disability and the requirements of classes that you are taking. Updates for disability verification may be requested by your counselor.
4. Accommodations cannot make any change to the curriculum or course of study so significant that it alters the required objectives or content of the curriculum in the approved course outline.
5. We encourage you to talk with your SAS Counselor before dropping a class.
6. Contact your SAS Counselor when an instructor or college official does not provide an academic accommodation *as soon as possible*.
7. Notify the SAS Coordinator, VP or Dean of Student Services if you experience inappropriate, irresponsible, or harassing behaviors from any SAS service provider.
8. Students are responsible for purchasing their own books and supplies for enrolled courses. Proof of text ownership may be required for certain support services.
9. Notify SAS staff as soon as possible when you need to change or cancel an appointment/service. Who to contact to change or cancel service:
 - a. SAS counseling appointments, email sas.bcc@peralta.edu or call (510) 981-2812,
 - b. Test proctoring, email sas.bcc.exams@peralta.edu or call (510) 981-2812,
 - c. Alternate Media, email rgonzalez@peralta.edu,
 - d. Interpreter or captioning services, contact the Peralta Community College District Interpreter Service Coordinator directly at hvezina@peralta.edu.

SUSPENSION OF SERVICES

Failure to follow *Student Rights and Responsibilities* for two or more consecutive semesters may result in a temporary suspension of services. Students will be informed in writing of the suspension, including information about appeal procedures. A student who has been suspended must meet with their SAS Counselor and/or the program coordinator to develop a written contract of how the student will improve academic standing and make progress toward their goals in order to be reinstated for services. Reinstatement for services for subsequent semesters will be considered on a case-by-case basis.