

Services to CCE Students with Disabilities



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Policy Statement

Sacramento State is mandated to provide access to academic programs for students with disabilities consistent with all federal and state legislation and California State University system policies.

Reasonable accommodations, including auxiliary aids, will be provided to students with disabilities when necessary to ensure that they are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any academic program. The university's goal is to provide an equivalent academic experience and learning opportunity, not to guarantee the outcome of the student's educational endeavor.

Overview

The College of Continuing Education (CCE) and Sacramento State are committed to assisting students with disabilities in attaining their educational and vocational goals.

Students have the responsibility of making their needs known and disclosing any particular issues they may anticipate.

Accommodations and services are determined based on available documentation and an interactive collaboration with students.

Process

Accommodating students with disabilities is a collaborative effort involving CCE, Services to Students with Disabilities (SSWD), staff, faculty and students.

The following outline describes the process for accommodating students with disabilities enrolled in programs through the CCE including Open University, Early Start Program and Winter Intersession. For Summer Session accommodations please contact the SSWD office.

1. Students with disabilities who request service(s) must provide CCE with appropriate documentation of disability. This documentation along with the Application for Student Support Services must be submitted to CCE at least 2 weeks before the first day of class/needed services.
2. CCE will submit the request to SSWD who will review student's medical/disability documentation and verify eligibility for services and accommodations.
3. Upon completion of the SSWD verification review, CCE will provide a letter to the student listing test/course accommodations for students in CCE classes. Approved accommodations will be valid for the current semester.
4. If SSWD cannot verify a student's eligibility based on the documentation provided, an interview will take place with the SSWD counselor/specialist (about 1 hour).

Student Responsibility

- It is the responsibility of the student to request a new letter of accommodation for each semester by completing and submitting the Accommodation Request Form to CCE.
- It is the responsibility of the student to notify their instructor(s) of their approved test/course accommodations.
- It is the responsibility of the student to notify CCE at least a week prior to any scheduled exam in which testing accommodations are needed.
- Requested revisions to a student's initial approved accommodations will be reviewed by SSWD and may require appropriate updated documentation of disability.

Contact Information

College of Continuing Education (CCE)

3000 State University Drive, MS 6103
Sacramento, CA 95819

Phone: 916.278.4433
www.cce.csus.edu

Concerns regarding eligibility and the process or provision of accommodations should be discussed initially with CCE. If unresolved, the student can meet with a SSWD Counselor and Director. Students who wish to appeal above the Director level can be referred to campus administrative staff who oversee the specific area of concern (refer to the [Academic Program Access for Students with Disabilities](#) policy).