

## DSPS Policies

**DSPS Program Student Responsibilities:** Students receiving academic adjustments, auxiliary aids and services through DSPS should:

- 1) I will comply with the student code of conduct adopted by IVC and meet the academic standards established by the college.
- 2) I will follow the DSPS service policy and utilize services in a responsible manner.
- 3) I will meet with a DSPS professional at the beginning and end of the semester to discuss my progress.

### **Service Suspension and Termination Policy:**

The DSPS department may suspend or terminate DSPS services if a student fails to comply with the items mentioned above. A student can request a copy of the signed policy after first establishing services with DSPS.

Students may be denied services under two conditions:

1. **A lack of measurable progress** which may be defined by the following:
  - ❖ Failure to meet IVC academic standards. **(i.e. academic dismissal, long-term suspension or expulsion)**
2. **Inappropriate use of services** which is defined by the following:
  - ❖ Only services that have been used inappropriately may be terminated in the middle of the semester.
  - ❖ Prior to the termination of a service, the student will be notified in writing that he/she will need to meet with DSPS staff member to discuss the area of concern. At the meeting, the student will need to sign a Warning of Suspension or Termination Contract, which outlines the guidelines for continuing services. Failure to meet with DSPS staff member will result in services to be automatically terminated one (1) week from the date of the letter.

A student may request and/or access steps to filing a complaint at any time. To initiate a complaint, you may contact the DSPS office and provide all relevant information regarding student or staff complaint to DSPS via email at [dsps@imperial.edu](mailto:dsps@imperial.edu). Submission must identify the facts that provide the basis for filing a complaint.

**By acknowledging the DSPS Policies I agree to the above stated responsibilities.**

Date: \_\_\_\_\_ Student Acknowledgement: \_\_\_\_\_ Staff: \_\_\_\_\_