

Appeal of Suspension

A DSPS student may be suspended from the use of DSPS services when the student is found to be abusing or misusing program services. **Abuse of Services** is defined as a failure to comply with the rules, policies and procedures of the individual services that a student is using. The specific auxiliary aides and services provided by DSPS are outlined to the student in the guidelines they complete with a counselor (e.g. Note Taking Guidelines, Test Accommodation Guidelines, Alternate Media Guidelines). Failure to comply with these rules or procedures may result in suspension of that service(s).

Examples of Abuse of Services:

- a. Cheating during the proctoring of exams in DSPS Test Proctoring Center;
- b. Misusing note taking services or classroom volunteers;
- c. Failing more than two (2) times in providing 48-hour notice to the appropriate DSPS staff regarding changes to your ASL interpreting or captioning services;
- d. Misusing the technology lab equipment, loan equipment, or software that impacts other's use of the same equipment or software.

Process for Student Suspension:

1. If a DSPS student is found abusing or misusing services, the student is directed (verbally and/or via email) to meet with the DSPS Coordinator to discuss the concern. The student should make an appointment **within a week** of notification. This will be documented on the student's file.
2. Failure to meet with the Coordinator will generate a written notice of the suspension.
3. This notice will be sent via electronic mail to the student's Los Rios Gmail account (Or U.S. Mail if the student does not have an email account).

How to Appeal Suspension:

1. The student has **three business days** to respond with an appeal to this action. The appeal should include:
 - a. the date
 - b. student's full name
 - c. student's ID number
 - d. a clear explanation stating why they are appealing the suspension.
2. The written appeal will be reviewed by the DSPS Coordinator and supervising dean. A response will be returned to the student within **five days** from the date of receipt.

There may be an occasion when a student may be **suspended from the DSPS program** and these include excessive suspensions, or not adhering to college code of conduct.