

## Learning Assistance Program (LAP)

Allan Hancock College Board Policy 5140

Allan Hancock College is committed to equal access and welcomes students with disabilities. The Learning Assistance Program (LAP) provides individualized support services for students with learning, physical, mental health, and all other disabilities. These services are designed to assist students with permanent or temporary disabilities in achieving their individual educational goals. The college supports the inclusion of students with disabilities in all educational opportunities regardless of location or mode of instruction.

### Learning Assistance Program Eligibility And Application Process

Any student enrolled in the college who has a disability which limits one or more life activities is encouraged to apply for LAP services. Students should provide verification of a prior diagnosis from the appropriate professional. Students who have no prior diagnosis, but believe they may have an undiagnosed disability, should meet with LAP to learn about resources for obtaining a diagnosis.

The application for services are available at the LAP offices on the Santa Maria campus and Lompoc Valley Center or online [www.hancockcollege.edu/lap/how-to-apply](http://www.hancockcollege.edu/lap/how-to-apply). After completing the application and providing verification of disability, an intake appointment will be scheduled for the interactive process to discuss the impact of the disability and determine accommodations to provide access.

### Accommodations And Academic Adjustments

The fundamental principles of nondiscrimination and accommodation in academic programs are set forth in Section 504 of the Rehabilitation Act of 1973 the Americans With Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). Accommodations and academic adjustments are those services that allow an individual with a disability to have equal access to college courses, facilities and services. The goal of LAP is to ensure equal access while supporting student independence, integration and self-advocacy.

Based on the nature and severity of the student's disability, accommodations may include, but are not limited to:

- Extended time for written tests in a low-distraction environment
- Peer note taker services
- Textbooks and course materials in alternative formats (e.g. Braille, electronic text)
- Use of digital voice recorder for lectures
- Priority registration
- Peer tutoring
- Specialized counseling
- Adaptive technology (e.g. screen readers, voice recognition)
- Access to computers equipped with special input devices
- Sign language interpreters or real-time captioning
- Braille or electronic-formatted lecture notes, handouts, and texts
- Instruction in the use of adaptive technology and effective learning strategies.

Accommodations are determined on a case-by-case basis and authorized by the appropriate program specialist.

### College Expectations

Students are expected to have the ability to manage their personal needs or provide a personal service attendant. The college does not provide personal attendants. Students with disabilities using service animals on campus are expected to comply with [Allan Hancock College Board Policy 3440](#). All students, regardless of disability, are required to comply with the Hancock's [Student Code of Conduct \(Board Policy 5500\)](#).

### Course Substitution Or Waiver

Allan Hancock College requires all students to master the competencies required for the courses, programs, or degrees they pursue. Most challenges which potentially preclude a student with disability from completing a course can be overcome by a combination of appropriate accommodations and other college services. However, the college recognizes that, for some students, such accommodations will not be sufficient to enable them to complete a specific course of study in the same manner expected of non-

disabled students. The college also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that, despite the use of accommodations and support services, they are unable to successfully complete the course as a result of their disability, or if the student can show that his/her/their disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver. LAP students should schedule an appointment with their program specialist for assistance with this process.

Hancock cannot grant a substitution that is inconsistent with Title 5 regulations or AP/BP 5140, nor can it ensure that a substitution granted by the college will be accepted by another institution.

## Student Grievance Rights

Students with disabilities have a right to file a formal complaint if they believe they have experienced discrimination on the basis of disability. Such complaints are addressed through the existing college procedures as detailed in the college catalog under Discrimination Complaints.

Information about [Disability Discrimination and Grievances](#) can be found on the [LAP website](#).

To contact LAP, visit or call the program office in Santa Maria: bldg. A, Room A304, 805-922-6966 ext. 3274; Lompoc Valley Center: bldg. 1, Room 102N, 805-735-3366 ext. 5274; Video Phone: 805-266-7874 or 866-327-6218.

Students may also visit the [LAP website](#) for detailed information on program resources, procedures, and learning outcomes as well as access to program forms.