

DRC Application for Services

Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Completion of this form constitutes an agreement to apply for through services the Disability Resource Center (DRC).

STUDENT NAME:

GAVILAN ID #:

ADDRESS:

PHONE NUMBER:

BIRTH DATE:

EMAIL:

INITIAL DATE OF APPLICATION FOR DRC SERVICES:

DRC Student Rights:

According to the California Code of Regulations (Title V), the Rehabilitation Act of 1973 (Section 504), and The Americans With Disabilities Act of 1990 (ADA), you have certain rights.

- As a qualified student with a verified disability, you have the right to receive reasonable academic accommodations based on your educational limitations in order to have access to activities, programs, and services. The college faculty and staff shall not automatically reject an accommodation unless other effective, more feasible ones exist, or the identified accommodations have been determined to lower academic standards or otherwise fundamentally alter the nature of the program in question.
- Your participation in DRC shall be entirely voluntary.
- Receiving DRC support services/accommodations or DRC instruction shall not preclude you from participating in any other course, program or activity offered by the college.
- All records maintained by DRC personnel pertaining to your disabilities shall be protected from disclosure and shall be subject to the Family Educational Rights and Privacy Act requirements for handling of student records. However, your consent to release of information is not required as long as the disclosure is to other school officials (including instructors) within the college whom Gavilan College has determined to have legitimate educational interests. Portions of the information you present to DRC may be shared with the Chancellor's Office of the California Community Colleges or other state or federal agencies; however, disclosure to these parties is made in strict accordance with applicable statues regarding confidentiality, including the Family Educational Rights and Privacy Act. According to Section 7 of the Federal Privacy Act, providing your social security number is voluntary.
- You shall not be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in a public entity. In essence, you shall not be discriminated against in any way on the basis of disability.

DRC Student Responsibilities

The Disability Resource Center (DRC) receives special funding to provide services to students with disabilities and is required to meet state and federal regulations. To help us comply with these regulations, we are informing you of your responsibilities as recipients of our services/accommodations:

- To provide the DRC with necessary documentation of your disability;
- To request services;
- To meet with a DRC faculty member to complete a *Student Educational Contract*;
- To demonstrate measurable progress toward the goals identified in your *Student Educational Contract*;
- To notify the DRC in advance of any absences from class or appointments if you are using interpreters, tutors, and/or other assistants. Failure to notify the DRC might jeopardize your access to services.
- To return any equipment on loan from the DRC at the end of each semester. If the equipment or software is not returned or renewed by the date indicated on the loan agreement or if materials are returned damaged, a “HOLD” will be placed on your registration and you will be assessed the replacement cost of the equipment or software program.
- To maintain behavior appropriate in an educational setting; and
- To abide by the Student Code of Conduct and the Academic Honesty policy.

Student Code of Conduct at Gavilan College (Board Policy 5500)

Each student enrolled at Gavilan College is obliged to behave in a manner conducive to the college’s purpose as institution of higher learning. You are expected to adhere to all federal laws pertaining to student conduct on a college campus or at campus-sponsored events.

Specific rules and regulations and applicable penalties for violation of the Student Code of Conduct (Ed Code 66300) are available in the Office of the Vice President of Student Services. You are responsible for being aware of college regulations.

Academic Honesty at Gavilan College (Board Policy 5500)

The Student Code of Conduct published in the Gavilan College Student Rights, Responsibilities, and Academic Standards Handbook defines Academic Dishonesty as follows: “The act of deliberately exhibiting a set of unacceptable behaviors that defy ethical and scholarship standards including cheating, plagiarism, stealing tests or lying to an instructor.”

Student Discipline Procedures (Education Code Section 66330, 72122, 76030, AP5520)

If you fail to follow the written policies and procedures for the DRC, you will be informed of the charges against you and given an opportunity to refute them. The institution will not be arbitrary in its action. The type of sanction will be chosen by the appropriate college officials or committee members. Penalties are described according to degree of severity. Extensive disciplinary appeal hearing procedures are available to individuals who wish to challenge a particular decision.

If you wish to file a formal complaint or grievance regarding discrimination on the basis of disability, you should contact the DRC Associate Dean (408-848-4871) or the ADA/504 Coordinator’s office (408-848-4731). You may also contact the US Department of Education Office for Civil Rights.

I have reviewed the DRC Student Rights and Responsibilities.

<i>Student Signature</i>	<i>Date</i>	<i>Faculty Signature</i>	<i>Date</i>