

**Semester Applying For:**

## AAC APPLICATION FOR SERVICES

College of the Canyons provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at College of the Canyons. 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 services through the Academic Accommodation Center (AAC).

**STUDENT NAME:**

**COC ID#:**

**BIRTH DATE:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

**INITIAL DATE OF APPLICATION FOR AAC SERVICES:**

**Emergency Contact:**

### AAC 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, As Amended (ADA-AA), 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 deny 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 AAC shall be entirely voluntary.
- Receiving AAC support services/accommodations or AAC instruction shall not preclude you from participating in any other course, program or activity offered by the college.
- All records maintained by AAC 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 College of the Canyons has determined to have legitimate educational interests. Portions of the information you present to AAC 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 statutes 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.

**AAC Student Responsibilities:**

The Academic Accommodation Center (AAC) 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 a recipient of our services/accommodations:

- To provide AAC with necessary documentation of disability;
- To request services;
- To meet with a AAC faculty member to complete a *Student Educational Contract*, and agree to meet with the professional at least annually to update the SEC;
- To return any equipment on loan from AAC 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 adopted by the College. Specific rules and regulations and applicable penalties for violation of the Student Code of Conduct are available in the Office of the Associate Vice President of Students (AVP). You are responsible for being aware of college regulations. You are expected to adhere to all federal laws pertaining to student conduct on a college campus or at campus sponsored events;
- Be responsible in the use of AAC services and adhere to written service provision policies adopted by AAC;
- Make measurable progress toward the goals established in the Student Education Contract (SEC), and;
- Meet academic standards established by the college.

As a College of the Canyons student with a disability, I will follow these procedures for academic accommodations:

- I will formally request an academic accommodation from my instructor by showing the instructor my accommodation letter issued by AAC.
- If after presenting the accommodation letter provided by AAC to my instructor and accommodations are not agreed upon within 5 days, I may refer the matter to the 504/ADA Coordinator, Human Resources, University Center room 360, (661)362-3427. The 504/ADA Coordinator, or designee, will make a decision regarding the accommodation within five(5) instruction days of having received the matter. If either my instructor or I disagree with the decision, we will notify the 504/ADA Coordinator, or designee, in writing within five (5) instruction days. The 504/ADA coordinator will notify in writing, an ad hoc administrative committee comprising the instructor's Division Dean, a AAC professional, and the AAC Administrator. The AAC Administrator will chair the committee and will render a written decision within five (5) instruction days. Depending on the decision of the ad hoc administrative committee, the accommodation request will be either upheld or, if the committee deems the accommodation request is not reasonable, the request will be modified or rescinded.
- If I wish to file a formal complaint or grievance regarding discrimination on the basis of disability, I understand that I may contact the Associate Vice President of Students at (661) 362-3261. The AVP will assist me with following the District's established Non-Discrimination Policy and Grievance Procedures. I may also contact the California Office of Civil Rights.

*I understand that I must fulfill the requirements for participation in the AAC Program. I understand that failing to meet one or more of the above requirements may lead to suspension or termination of AAC services. I understand that I will be notified in writing or by telephone before any action is taken to suspend services. By signing this application, I affirm that I understand and agree with the AAC Program Rights and Responsibilities of students and I will abide by them.*

**FOR AAC USE ONLY:**

Primary Disability:

Secondary Disability:

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X \_\_\_\_\_

Student Signature

Date

Staff Signature

Date