



Students with Disabilities **RIGHTS**

According to the California Code of Regulations (Title 5), the Rehabilitation Act of 1973 (Section 504), the Americans With Disabilities Act of 1990 (ADA) and ADA Amendments (2010), 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.
- Participation in the Access Resource Center shall be entirely voluntary.
- Receiving support services/accommodations or specialized instruction through the Access Resource Center shall not preclude you from participating in any other course, program or activity offered by the college.
- All records maintained by the Access Resource Center personnel pertaining to your disabilities shall be protected from disclosure and shall be subject to the Family Educational Rights and Privacy Act (FERPA) 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 Monterey Peninsula College has determined to have legitimate educational interests. Portions of the information you present to the Access Resource Center 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 FERPA. 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.

**Students With Disabilities
RESPONSIBILITIES**

The Access Resource Center 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 the Access Resource Center (ARC) with necessary documentation of your disability;
- To request services;
- To meet with an Access Resource Center Counselor or Specialist to complete a *Student Educational Contract*;
- To demonstrate measurable progress toward the goals identified in your *Student Educational Contract*;
- To notify ARC, in advance, of any absences from class or appointments if you are using interpreters, readers for tests, etc. Failure to notify ARC might jeopardize your access to services.
- To return any equipment on loan from ARC 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" may be placed on your registration, and you may be assessed the replacement cost of the equipment.
- 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 Monterey Peninsula College (Board Policy 4310 and MPC Catalog Student Rights & Responsibilities)

Each student enrolled at Monterey Peninsula College is obliged to behave in a manner conducive to the college's purpose as an 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 Monterey Peninsula College (Board Policy 4133 and MPC Catalog Plagiarism/Cheating Definition)

The Student Code of Conduct published in the Monterey Peninsula College Catalog 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 ARC services, you will be informed in writing 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. The College policies for Student Discipline will be followed. 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 ARC Coordinator/Counselor (831-645-4108) or the ADA/504 Coordinator's office (831-646-4190). You may also contact the US Department of Education Office for Civil Rights.

I have reviewed the Access Resource Center Student Rights and Responsibilities and received a copy.

<i>Student Signature</i>	<i>Counselor/Specialist Signature</i>
<i>Date</i>	<i>Date</i>

The Community College District uses the information requested on this form for determining a student's eligibility to receive authorized special services provided by DSP&S. Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions of this information may be shared with the Chancellor's Office of the California Community Colleges or other state and 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 (20 U.S.C. 1232(g)). Pursuant to Section 7 of the Federal Privacy Act (Public Law 93-579; U.S.C. 552a, note), providing your social security number is voluntary. The information on this form is being collected pursuant to California Education Code Sections 67310-67312, and 84850; and California Code of Regulations, Title 5, Section 56000 et. seq.