

# MERRITT COLLEGE

## Application

### Student Accessibility Services

R-109 – (510) 436-2429

Merritt College provides support services for students with verified disabilities through the Student Accessibility Services (SAS). Completion of this form constitutes an agreement to apply for SAS Services.

<b>Last Name,</b> First Name	Student ID Number	Date of Birth
Address	City	Zip Code
Phone:  Alt. Phone:	Email	Emergency Contact

**Major/Educational Goal:** \_\_\_\_\_

- Transfer     
  AA/AS Degree     
  Certificate     
  Basic Skills  
 Career/Technical Education   
  Other \_\_\_\_\_

**Disability** \_\_\_\_\_

**How does your disability affect your school work?** \_\_\_\_\_

**Prior Accommodations and Services Received:**    Yes       No

- Special Classes in High School     
  Speech/Language     
  IEP  
 Other \_\_\_\_\_

**Are you a client of:**

- State Department of Rehabilitation \_\_\_\_\_  
 Regional Center \_\_\_\_\_  
 County Mental Health \_\_\_\_\_  
 Veterans Administration \_\_\_\_\_

### STUDENT RESPONSIBILITIES:

1. Provide SAS with recent written verification (Medical, Educational, etc.) of disability
2. Meet at least twice per semester with a SAS Counselor
3. Follow SAS Policies and Procedures
4. Comply with Student Conduct Standards found in the College Catalog.

My signature certifies the application information is true. I understand the four responsibilities to participate in the SAS program. I understand the Rights and Responsibilities are in the SAS Student Handbook.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# MERRITT COLLEGE DISABILITY VERIFICATION FORM

Counselor: \_\_\_\_\_

Please return to DSP via FAX 510-434-3888

**Student Accessibility Services**

12500 Campus Drive, Oakland, CA 94619

Phone: (510) 436-2429

## THIS SECTION MUST BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_ \*SSN/ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Mo/day/year

(area code)

In order to receive disability-related services a verification of disability must be provided. I request that the professional designated below complete this form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Licensed or Certified Professional: \_\_\_\_\_

Address: \_\_\_\_\_

FAX #: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

## THIS SECTION MUST BE COMPLETED BY THE LICENSED OR CERTIFIED PROFESSIONAL:

Please provide the following information in full in order to help determine reasonable educational accommodations to support this student:

1. Diagnosis: \_\_\_\_\_
2. DSM IV Code and Severity (if applicable) \_\_\_\_\_
3. Please describe how this condition substantially limits major life activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Condition is:  stable  prone to exacerbation

5. Duration of Disability:  Permanent/Chronic  Temporary (date of re-evaluation or estimated duration of disability) \_\_\_\_\_

**Educational, medical, and/or psychological documentation should be attached and returned to the address above.**

I understand that the information provided by the verifying professional will become part of the student record and may be released to the student upon written request.

Verifying Professional Signature: \_\_\_\_\_ License #: \_\_\_\_\_ Date: \_\_\_\_\_

If the above information is completed by someone other than the professional who made the diagnosis, please provide the name and address of the person who made the diagnosis.

# MERRITT COLLEGE

## Student Accessibility Services (SAS)

### YOUR RIGHTS AND RESPONSIBILITIES

Students with disabilities have the right to expect:

- Full and equal participation in the services and activities in Merritt Community College and SAS
- Reasonable accommodations, academic adjustments and/or auxiliary aids and services in response to documented disabilities.
- Confidential information about their disability will not be shared without their prior consent unless permitted by law and only on a “need-to-know” basis.
- Limited access to anecdotal information maintained by SAS.
- Information about SAS Policies, procedures, accommodations, and services will be readily available in alternate formats upon timely request.
- You have the right to appeal.

### **POLICY GUIDELINES FOR SERVICES, ACCOMMODATIONS, & ACADEMIC ADJUSTMENTS**

As required by Title V of the California Education Code, the following policy has been adopted by the Student Accessibility Services program at Merritt College. Services are provided to enrolled students who apply, provide verification of disability and meet Merritt College admissions, matriculation and conduct requirements. Services, auxiliary aids and academic adjustments are designed to facilitate the success of students in reaching their individual educational/vocational goals.

#### **A. STUDENTS’ RESPONSIBILITIES FOR SUPPORT SERVICES**

1. Students will provide SAS with the necessary information, **documentation** and/or forms (medical, education, etc.) to **verify disability**.
2. Students must comply with the **Merritt College “Rules for Student Conduct”** at all times (see current college catalog.)
3. Students **must request support services from their SAS Counselor every semester**. Support services are based on the students’ schedule of classes, SAS Annual Contract, and documented disability.
4. Students are responsible for providing an **updated verification of disability**, if requested, by their SAS Counselor.
5. **Early registration** is encouraged to ensure availability of classes and to be able to request support services in advance. Every effort is made to provide needed services, however, due to limited resources, **late registrants will receive lower priority** and may not receive some support services.
6. Students must obtain the **books and supplies required for the courses** in which they are enrolled in order to qualify for support services.
7. Students are responsible for **notifying their SAS Counselor** when a **support services** provider resigns or fails to meet with the student.\*

8. Students are expected to **notify their services providers** when they are unable to keep a meeting with them.

**\*If you experience any difficulties with any service provider or SAS Employee, such as, inappropriate, irresponsible or harassing behavior of any kind, report it immediately to your SAS Counselor or the SAS Coordinator.**

#### **B. PROGRESS REQUIRED**

Students are required to make measurable progress toward their chosen academic or vocational goal by enrolling in classes outlined in their Student Educational Plan. Progress is evidenced by obtaining a “C” or better grade (no “I”, “IP” or “W” grades) for the majority of courses each semester.

#### **C. ACCOMODATION PROCEDURES**

SAS Counselors approve academic accommodations and/or support services for students. Students provide a copy of the *Accommodation Notice* to the instructor. If an instructor who is given an *Accommodation Notice* refuses to provide or arrange to have provided, the necessary accommodations, students are advised to notify their SAS Counselor immediately for assistance in resolving the matter.

#### **D. POLICY FOR SUSPENSION OF SERVICES**

**Failure to comply** with the responsibilities as outlined above may result in **suspension of services**. Students will be informed in writing including appeal procedures.

#### **E. REINSTATEMENT OF SERVICES**

Criteria for reinstatement of services will be determined on an individual basis following a meeting with the SAS Counselor or SAS Coordinator, as appropriate, and a written copy of the criteria will be given to the student. Appeals may be directed to the SAS Coordinator. If needed, further appeal may be made to the Vice President of Student Services and then, if desired, to the Merritt College Grievance Committee.

#### **F. STUDENT CONTRACT**

I have read the policy, rights, and guidelines of this form and understand them. I agree to meet my responsibilities as outlined in these guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SAS Counselor Signature

\_\_\_\_\_  
Date