



## **FOOTHILL COLLEGE**

12345 El Monte Road  
Los Altos Hills, CA 94022  
www.foothill.edu/al

**ADAPTIVE LEARNING DIVISION (ALD)**  
**DISABILITY RESOURCE CENTER (DRC)**  
Phone: (650) 949-7017  
Fax: (650) 917-1064, Room 5801

# **ADMISSION REQUIREMENTS STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

## **Disability Documentation**

Students requesting accommodations and/or support services under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 must provide documentation of their disability, which substantially limits a major life activity. This would include learning, speaking, breathing, performing manual tasks, seeking, hearing, working, caring for oneself, sitting, standing, and reading. Accommodations for students with temporary disabilities might be subject to periodic review.

Verification of a disability must be within the past 3 or 5 years if the testing is reflective of the student's current level of functioning. Documentation should include, but not be limited to the following: diagnosis, name, title and professional credentials of the evaluator, area of specialization, state in which the individual practices, and is signed and dated.

## **Diagnosis/Assessment**

A current medical diagnosis including medical reports, relevant medical history, and a clinical summary should be provided. These assessments should validate the need for services based on the impact of the student's disability and level of functioning in an educational setting. Documentation should indicate a substantial limitation and may include any prior history of accommodations utilized.

## **Services and Accommodations**

1. The approved accommodations do not duplicate services and instruction that are otherwise available to all students.
2. The accommodations are directly related to the educational limitations of the verified disabilities of the student to be served.
3. The accommodations are directly related to the student's participation in the educational process at this college.
4. The accommodations are intended to promote the maximum independence and integration of the student and aid in supporting the student's participation in educational activities consistent with the mission of the community colleges.

In addition, the college may decline to provide accommodations that would necessitate fundamental alterations of academic requirements.

## Policies

1. Documentation should indicate reasonable accommodations specific to the diagnosed disability with an explanation as to why each accommodation is recommended.
2. Students requesting services for the STEP program, (serving students with learning disabilities), must complete diagnostic tests qualifying the student for support services conducted by a certified learning disability specialist. For more information call (650) 949-7017.
3. Foothill College DRC staff shall not provide personal attendant care. This is the responsibility of the student and/or other non-college agencies.
4. Students should possess the ability to comprehend questions, follow directions, and demonstrate the potential to benefit from classes and special programs.
5. Students are expected to follow the Student Code of Conduct established by the college and refrain from behaviors, which offend or deny the personal rights or safety of others.
6. Students shall make measurable progress toward the goals established in the student educational contract.
7. Students are to assume personal responsibility for taking any medications.
8. Students must call the appropriate division office to inform the instructor if they are unable to attend a class.
9. Students using the shuttle and/or campus assistance, tutoring and interpreting services, etc. must notify the DRC if they will not be using the services for the day. Students must adhere to the appropriate service agreements.

Failure to Comply with the above policies may result in the suspension of services.