



Civil Rights Review On-Site Compliance Checklist

ON-SITE CIVIL RIGHTS COMPLIANCE CHECKLIST

This checklist is the work product of this team of volunteer state agency Methods of Administration (MOA) staff. The development team consisted of Jean Cole (MO), Jo Conte (FL), Jimmy Futrell (PA), Jan Huss (IA), Keith Krinke (WI) and Barbara Landay (GA). The checklist was revised by Tiffany Merkel-Rinke and John Ginther (WA). This revision comprised removing the secondary school portions to allow use by the Washington Community and Technical College system.

Federal requirements of the civil rights compliance visit:

U.S. Department of Education regulations implementing:

- Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100
- Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106
- Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104
- Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B

U.S. Department of Justice regulations implementing:

- Title II of the Americans with Disabilities Act of 1990 (Title II), 28 CFR Part 35
- ADA Standards for Accessible Design, 28 CFR Part 36

For more on the checklist or on-site visits at community and technical colleges contact:

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ON-SITE CIVIL RIGHTS COMPLIANCE CHECKLIST

| SECTION 1 ADMINISTRATIVE | | | | | |
|--|---|---|----|--|--|
| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
| | | Yes | No | | |
| <p>Administrative Issues</p> <p>Recipients need to have certain basic requirements in place to comply with the OCR Guidelines, Title VI, Title IX, Section 504 and Title II. These basic procedures include an annual public notice, continuous notification, designation of a person(s) to coordinate activities under Title IX, Section 504, and Title II and a grievance procedure that will allow students an avenue for dealing with alleged discrimination. To verify this, it will be necessary to review many documents and to interview administrators, Title IX and Section 504 coordinators, faculty and students.</p> <p>Suggested Persons to Interview: PR person, some administrators, students (particularly LEP students and students with sensory impairments).</p> | | | | | |
| 1.1 Continuous Nondiscrimination Notice | | | | | |
| <p>A recipient must take continuing steps to notify participants, beneficiaries, applicants, employees (including those with impaired vision or hearing), and unions or professional organizations holding collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of race, color, national origin, sex, or disability. <u>Title IX: 34 CFR 106.9</u> <u>Section 504: 34 CFR 104.8</u></p> | <p>A variety of recipient publications notifies applicants, students, and employees that it does not discriminate on the basis of race, color, national origin, sex, or disability.</p> | <p>Is nondiscrimination notice found in the following publications:</p> | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined |
| | | brochures on programs, activities | | | |
| | | student application | | | |
| | | job application | | | |
| | | Catalog | | | |
| | | student handbook | | | |
| | | job announcements | | | |
| | | posters advertising various programs | | | |
| | | recruitment materials | | | |
| | | website | | | |
| | | school newspaper | | | |
| Comments | | | | | |
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SECTION 1 ADMINISTRATIVE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|---|----|--------|--|
| | | Yes | No | | |
| 1.2 Persons Responsible For Coordinating Title IX and Section 504 | | | | | |
| <p>Each recipient shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Section 504, Title II, and Title IX.</p> <p>The recipient must notify students and employees of the name, office address, and phone number of the designated employee(s). <u>Title IX: 34 CFR 106.8</u> <u>Section 504: 34 CFR 104.7(a)</u></p> | <p>Recipient has assigned a person(s) to coordinate Section 504, Title II, and Title IX activities. This (these) person(s) must be aware of their duties and responsibilities and have the training necessary to carry out their responsibilities.</p> <p>Recipient lists coordinators of Section 504, Title II, and Title IX with their name/title, address, and phone number in the notice of nondiscrimination.</p> | Catalogs | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined |
| | | Handbooks | | | |
| | | Job descriptions | | | |
| | | Website | | | |
| | | Interviews with Section 504, Title II, and Title IX coordinators | | | |
| | | Interview students, particularly nontraditional and disabled | | | |
| | | Interview some faculty and administrators | | | |
| | | | | | |
| Comments | | | | | |
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SECTION 1 ADMINISTRATIVE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|--|--|----|--------|--|
| | | Yes | No | | |
| 1.3 Annual Public Notification | | | | | |
| <p>Prior to the beginning of each school year, recipients must advise students, employees and general public that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability.</p> <p>The notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504. <u>Title IX: 34 CFR 106.8(b)</u> <u>Section 504: 34 CFR 104.7(a)</u> <u>Title II: 28 CFR 35.107(a)</u> <u>Guidelines IV-O</u></p> | <p>Recipient issues annual public notice of nondiscrimination.</p> <p>The notice also is disseminated in the language of any national origin minority community in the service area.</p> <p>Annual notice lists coordinators of Section 504/ADA and Title IX with their name/title, address, and phone number.</p> | Is the notice in: | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined |
| | | Local newspapers? | | | |
| | | Institution newspapers? | | | |
| | | Other publications? | | | |
| | | Does notice have brief description of program offerings and admission criteria? | | | |
| | | Do publications with notice reach students, employees, and applicants? Describe how distributed. Ask administrators how this process is handled | | | |
| | | Is notice available to the visually impaired? Describe method used. Ask administrators what is done | | | |
| | | Does community have national origin minority students with limited English language skills? (Check census data and/or ask administrators, faculty, and students) If yes, is notice available in the language of that national origin minority community? | | | |
| How does notice get disseminated to national origin minority community? Ask faculty and administrators about the process | | | | | |
| Comments | | | | | |
| | | | | | |

SECTION 1 ADMINISTRATIVE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|---|---|----|--------|--|
| | | Yes | No | | |
| 1.4 Grievance Procedure | | | | | |
| A recipient shall adopt and publish a grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability. <u>Section 504: 34 CFR 104.7(b)</u> <u>Title IX: 34 CFR 106.8(b)</u> <u>Title II: 28 CFR 35.107(b)</u> | Recipient notifies students and employees that there is a grievance procedure for persons who feel they have been discriminated against based on sex or disability. The procedure is readily available to students and employees and it is prompt and equitable. | Student handbooks | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined |
| | | Employee handbooks | | | |
| | | Catalogs | | | |
| | | Data on complaints | | | |
| | | Interviews with faculty, students, and administrators | | | |
| | | Interviews with Section 504/ADA and Title IX coordinators | | | |
| | | | | | |
| Comments | | | | | |
| | | | | | |

SECTION 2 SITE LOCATION AND STUDENT ELIGIBILITY CRITERIA

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|--|----|--------|--|
| | | Yes | No | | |
| Site Location and Student Eligibility Criteria Issues | | | | | |
| <p>Vocational Education Guidelines, Sections IV-A – IV-K, establish standards that site selection and criteria for student eligibility cannot have the purpose or effect of discriminating, segregating, or excluding students on the basis of race, color, national origin, sex, or disability.</p> <p>Issues that could result in discrimination or segregation include the selection of sites for vocational education facilities, establishing geographic residence requirements, establishing numerical limits on students from sending schools, additions to existing vocational education facilities, and any other criteria that have the purpose or effect of disproportionately excluding students of a particular race, national origin, sex, or disability.</p> | | | | | |
| 2.1 Student Eligibility | | | | | |
| Recipient may not develop, impose, maintain, approve, or implement student admission eligibility criteria that discriminate on the basis of race, color, national origin, sex or disability. <u>Guidelines IV-A</u> | Student eligibility criteria for admission to vocational education schools, facilities or programs do not discriminate on the basis of race, color, national origin, sex, or disability. | Eligibility and admission criteria for vocational schools | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Eligibility and admission criteria for vocational facilities, campuses | | | |
| | | Eligibility and admission criteria for vocational programs | | | |
| | | | | | |
| Comments | | | | | |
| 2.2 Site Selection and Modifications | | | | | |
| Recipient may not select or approve a site that has the purpose or effect of excluding, segregating, or otherwise discriminating on the basis of race, color, or national origin. Recipients must locate vocational facilities at | Vocational sites are readily accessible to minority and nonminority communities and their location does not have a segregative effect. | Maps showing location of vocational facilities | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Enrollment demographics for each facility | | | |
| | | Demographics of communities surrounding facility | | | |
| | | | | | |
| Comments | | | | | |

SECTION 2 SITE LOCATION AND STUDENT ELIGIBILITY CRITERIA

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|---|---|----|--------|--|
| | | Yes | No | | |
| <p>sites that are readily accessible to both minority and nonminority communities and that do not tend to identify the facility or program as intended for minority or nonminority students. <u>Guidelines IV-B</u></p> | | | | | |
| <p>A recipient may not add to, modify, or renovate the physical plan of a vocational facility in a manner that creates, maintains, or increases segregation on the basis of race, color, national origin, sex, or disability. <u>Guidelines IV-D</u></p> | <p>After modification, the vocational site is readily accessible to minority and nonminority communities and the modification does not have a segregative effect.</p> | Maps showing location of modified vocational facilities | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Student demographics before and after facility modifications | | | |
| | | Demographics of communities surrounding facility | | | |
| | Comments | | | | |
| | | | | | |
| 2.3 Residency | | | | | |
| <p>A recipient may not establish, approve, or maintain geographic boundaries that unlawfully exclude students on the basis of race, color, or national origin. <u>Guidelines IV-C</u></p> | <p>Attendance zones do not have the effect of excluding students on the basis of race, color, or national origin.</p> | Maps of attendance zones | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Demographics of contiguous service areas to the facility | | | |
| | | Curriculum offerings at contiguous facilities | | | |
| | | Job placement rates at contiguous facilities | | | |
| | Comments | | | | |
| | | | | | |

SECTION 3 RECRUITMENT

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|--|---|----|--------|--|
| | | Yes | No | | |
| <p>Recruitment Issues</p> <p>Recruitment activities and materials should convey the message that all vocational programs are open to all students without regard to race, color, national origin, sex or disability status. Information about career technical education opportunities should be available to all potential students. Promotional materials should avoid stereotyping. Recruitment teams, to the extent possible, should represent persons of different races, national origins, sexes and disabilities.</p> | | | | | |
| 3.1 Recruitment Activities | | | | | |
| <p>Recipients must conduct their recruitment activities so as not to exclude or limit opportunities on the basis of race, color, national origin, sex, or disability. Title IX: 34 CFR 106.23 (a)(b) Guidelines V-C</p> | <p>All potential students have access to information. Efforts are made to reach underrepresented groups.</p> | Recruitment plans | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | List of recruitment activities and sites | | | |
| | | Description of recruitment activities | | | |
| | | | | | |
| Comments | | | | | |
| <p></p> | | | | | |
| 3.2 Recruitment Materials | | | | | |
| <p>Recruitment materials' description of career and occupational opportunities should not be limited on the basis of race, color, national origin, sex, or disability. Guidelines V-C</p> | <p>Descriptions of career opportunities are bias-free and free from stereotyping</p> | Recruitment brochures and marketing materials | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Course catalog | | | |
| | | | | | |
| Comments | | | | | |
| <p></p> | | | | | |

SECTION 3 RECRUITMENT

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|--|--|----|--------|--|
| | | Yes | No | | |
| 3.3 Recruiting Teams | | | | | |
| To the extent possible, recruiting teams should represent persons of different races, national origins, sexes, and disabilities. <u>Guidelines V-C</u> | Where possible, persons of differing races, genders, and disability are used for recruiting purposes. (But a failure to do so should not be construed as noncompliance.) | Staff demographics by program | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Recruitment team demographics by program | | | |
| Comments | | | | | |
| | | | | | |
| 3.4 Counseling LEP/Sensory Impairments | | | | | |
| Recipients must ensure that counselors can effectively communicate with students with limited English proficiency and with students with sensory impairments. <u>Guidelines V-D</u> | The content of materials available to other students is available to students who speak languages other than English. Formats other than the printed word are available for students with disabilities. | Written plan for the provision of services for ESL individuals | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Written plan for provision of services for hearing impaired individuals | | | |
| Comments | | | | | |
| | | | | | |

SECTION 3 RECRUITMENT

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|---|----|--------|--|
| | | Yes | No | | |
| 3.5 Promotional Efforts | | | | | |
| Recipients may not undertake promotional efforts in a manner that creates or perpetuates stereotypes or limitations based on race, color, national origin, sex, or disability. Materials that are part of promotional efforts may not create or perpetuate stereotypes through text or illustration. <u>Guidelines V-E</u> | Materials and/or media presentations show persons of varying races, male and female, persons with disabilities, and different national origins. Comments | Promotional materials, including brochures, flyers, newspaper advertising, catalogs | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | | | | |
| 3.6 Service Area LEP | | | | | |
| If a recipient's service area contains a community with persons of limited English proficiency, information must be available to that community in its language. <u>Guidelines V-E</u> | Process is in place to identify and communicate with language minority communities. Efforts are made to communicate in a commonly understood language. Comments | Verification of limited English proficient community | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Samples of materials in other languages | | | |

SECTION 4 ADMISSIONS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|---|---|--|-----|----|--|
| | | | Yes | No | |
| Admission Issues | | | | | |
| Admission policies, procedures and criteria may not exclude students from vocational programs on the basis of race, color, national origin, sex or disability. Where admissions criteria exclude a disproportionate number of persons of a particular race, color, national origin or sex or persons with disabilities, the criteria should be validated as essential to success in the program. Preadmission inquiries about marital, parental or disability status should be avoided. | | | | | |
| 4.1 Discriminatory Criteria | | | | | |
| <p>A recipient may not judge candidates for admission to career and technical education programs on the basis of criteria that have the effect of disproportionately excluding persons of a particular race, color, national origin, sex, or disability. If such disproportionate exclusion occurs, the criteria or standards must be validated as essential to participation. <u>Guidelines IV-K</u></p> | Demographics of career-technical enrollment are similar to demographics of eligible pool or recipient provides a legitimate nondiscriminatory rationale. | Admissions policy for career and technical education programs. Description of the admissions process | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | List of programs with limited enrollment. | | | |
| | Demographics of specific vocational programs are similar to demographics of entire career-technical enrollment or recipient provides a legitimate nondiscriminatory rationale. | Procedures and criteria for selective admissions for career and technical programs (where there are more applicants than can be accommodated) | | | |
| | Admissions procedure, policy, and/or practice for career and technical education program enrollment avoid criteria that disproportionately exclude persons of a particular race, color, national origin, sex, or disability status. | Demographics of rejected applicants by selection criteria | | | |
| | Admissions criteria that disproportionately exclude have been validated as essential to participation. | Demographics of selected applicants by selection criteria. | | | |
| | Comments | | | | |

SECTION 4 ADMISSIONS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|--|---|---|-----|----|--|
| | | | Yes | No | |
| 4.2 Preadmission Inquiries | | | | | |
| Recipients must avoid preadmission inquiries about marital, parental, or disability status. <u>Title IX: 34 CFR 106.21(c)</u> <u>Section 504: 34 CFR 104.42 (b)(4)</u> <u>Title II: 28 CFR 35</u> | Application forms and materials do not request information about marital, parental, or disability status. | Admissions application form and materials. | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Comments | | | |
| 4.3 Disabled & Employment Limitation | | | | | |
| A recipient must not deny access to vocational and academic programs or courses to students with a disability on the basis that employment opportunities in any occupation or profession may be more limited for disabled persons than for nondisabled persons. <u>Section 504: 34 CFR 104.10</u> <u>Section 504: 34 CFR 104.43(c)</u> <u>Guidelines IV-N</u> | The agency does not discourage students with disabilities from participating in programs due to potential workplace discrimination. | Documentation of counseling | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Counseling materials | | | |
| | | Enrollment data | | | |
| | | Number of disabled students by program | | | |
| | | Placement/follow-up data | | | |
| | | Interviews | | | |
| | | Comments | | | |

SECTION 4 ADMISSIONS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|--|---|--|-----|----|--|
| | | | Yes | No | |
| 4.4 LEP & Benefit Limitation | | | | | |
| <p>A recipient may not restrict admission to vocational programs because the applicant, as a member of a national origin minority group with limited English language skills, cannot participate in and benefit from career and technical education to the same extent as students whose primary language is English. <u>Guidelines IV-L</u></p> | <p>Recipient has a procedure in place to identify and assess applicants with limited English proficiency.</p> | <p>Written procedure for LEP identification and placement.</p> | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | <p>Summary of steps taken to increase LEP participation in programs where they traditionally have been underrepresented.</p> | | | |
| | <p>LEP enrollment in vocational education is proportional to LEP enrollment in the service area</p> | <p>Specific program enrollment demographics by LEP status.</p> | | | |
| | <p>LEP enrollment in specific vocational programs is proportional to LEP enrollment in vocational education overall.</p> | | | | |
| Comments | | | | | |
| | | | | | |
| 4.5 Preadmission Tests | | | | | |
| <p>Postsecondary admission tests are selected and administered in such a way that they accurately reflect the aptitude or achievement of an applicant</p> | <p>Admission tests and their manner of administration are validated for use with persons with impaired sensory, vocal or speaking skills.</p> | <p>Lists of tests used</p> | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | <p>Description of test administration methods for persons with sensory, vocal, or speaking impairments</p> | | | |
| Comments | | | | | |
| | | | | | |

SECTION 4 ADMISSIONS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|---|---|--|-----|----|--|
| | | | Yes | No | |
| with impaired sensory, vocal, or speaking skills, rather than measuring the disability (except where these skills are the factors the tests purports to measure). <u>Section 504: 34 CFR 104.44(b)(3)</u> <u>Guidelines IV-N</u> | | | | | |
| 4.6 Disability Inquiries | | | | | |
| Postsecondary institutions may not make preadmission inquiries regarding disabling conditions except when taking remedial steps to increase participation when underrepresentation is identified. <u>Section 504: 34 CFR 104.42(b)(4) & (c)</u> | The recipient does not request information about disability prior to admission. | Student handbook/college catalog | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Application forms | | | |
| | | Guidance/counseling forms and procedures | | | |
| | | Recruitment materials | | | |
| | | Admissions packets | | | |
| | | Interviews | | | |
| Comments | | | | | |
| | | | | | |

SECTION 5 STUDENT FINANCIAL ASSISTANCE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|--|----|--------|--|
| | | Yes | No | | |
| Financial Assistance Issues | | | | | |
| <p>Colleges are not to limit honors, awards, and scholarships to a group on the basis of race, color, national origin, sex, or disability unless such targeting is done to provide opportunities to members of a group that has not traditionally been represented. Outside agencies that provide awards are to be notified of the college's nondiscrimination policy.</p> <p>A college may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established pursuant to domestic or foreign will, trust, bequests or similar legal instruments or by acts of a foreign government which require that awards go to a student of a particular sex, race, or national origin, or with a particular disability. However, the overall effect of such restricted awards and scholarships must not lead to discrimination in access to total scholarships on the basis of sex, race, national origin, or disability.</p> <p>While this is primarily a postsecondary issue, secondary schools helping to prepare students for postsecondary experiences can help disadvantaged students by being aware of this requirement because financial aid is often the stumbling block for those historically underrepresented in postsecondary education.</p> <p>Interviews with the following persons may clarify compliance with this standard: Financial Aid Director, Financial Aid Counselors, Guidance Counselors, Department Chairs, Title IX Coordinator, 504/ADA Coordinators.</p> | | | | | |
| 5.1 Financial Assistance Availability | | | | | |
| Financial assistance is available to all students regardless of sex, race, color, national origin, or disability. <u>Title VI: 34 CFR 100.3(b)</u> <u>Title IX: 34 CFR 106.37</u> <u>Section 504: 34 CFR 104.46(a)</u> <u>Guidelines VI-B</u> | Institutional data on financial aid demonstrates that there is equitable distribution of financial aid regardless of sex, race, color, national origin, or disability. | Financial aid data by sex, race, color, national origin, or disability (summary level) | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Interviews with financial aid staff | | | |
| | | Interviews with counselors | | | |
| | If an apparent disparity exists, the institution offers a legitimate, nondiscriminatory reason. | | | | |
| Comments | | | | | |

SECTION 5 STUDENT FINANCIAL ASSISTANCE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|---|----|--------|--|
| | | Yes | No | | |
| 5.2 Sex-Restricted Awards | | | | | |
| Sex-restricted awards are made only when established by will, trust, bequest, or other legal instrument. The overall effect may not discriminate on the basis of sex. <u>Title IX: 34 CFR 106.37</u> <u>Guidelines VI-B</u> | Documentation is available as to the number and amount of aid given as a result of will, trust, bequest, or other legal instrument. Overall, the institution's financial assistance does not discriminate on the basis of sex. | Review of all financial assistance given as a result of trust, bequest, or other legal instrument | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Review of all sex-restricted financial aid given | | | |
| | | Review total list of financial aid to ensure the overall effect does not discriminate | | | |
| | | | | | |
| Comments | | | | | |
| | | | | | |
| 5.3 Equitable Financial Aid Information | | | | | |
| Information about financial assistance is equitably written and does not lead students to believe it is awarded on a discriminatory basis. <u>Guidelines VI-B</u> | Materials written provide information equitably. All written materials contain the nondiscrimination statement. Institutional awards provided as a result of the group being historically underrepresented or as a result of a bequest, trust, or other legal instrument is acknowledged as such in the written materials. | Review materials written for students and families concerning the financial assistance available | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Interviews with financial aid staff | | | |
| | | | | | |
| Comment | | | | | |
| | | | | | |

SECTION 5 STUDENT FINANCIAL ASSISTANCE

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|---|----|--------|--|
| | | Yes | No | | |
| 5.4 LEP Financial Aid Information | | | | | |
| National origin minority persons with limited English language skills receive information about financial assistance in their own language. <u>Guidelines VI-B</u> | Community demographics indicate that national origin minority persons with limited English language skills are a part of the population served by the college. Communications about financial assistance is available in the home language of these members of the community. | Review written communications | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Review demographics of the area served by the college (summary level) | | | |
| | | Interviews with students | | | |
| | | Interview bilingual interpreters | | | |
| | | | | | |
| Comment | | | | | |
| | | | | | |

SECTION 6 COUNSELING AND PREVOCATIONAL PROGRAMS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|--|----|--------|--|
| | | Yes | No | | |
| Counseling Issues | | | | | |
| Issues relating to counseling and prevocational programs may include steering of students toward particular courses or programs that are “traditional” for the student’s race, color, national origin, English language proficiency, sex, or disability status. Services and materials related to counseling and recruitment must be free of discrimination and stereotyping in language, content, and illustration. | | | | | |
| Interviews with counselors, teachers, or courses /programs with disproportionate enrollment and students in “nontraditional” courses /programs may clarify compliance. | | | | | |
| List programs or classes with disproportionate enrollment: | | | | | |
| Program | | Underrepresented Group | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6.1 Counseling Materials & Activities | | | | | |
| Recipients must ensure that their counseling materials and activities (including student program selection and career/employment selection), promotional, and recruitment efforts do not discriminate on the basis of race, color, national origin, sex, or disability. <u>Title IX: 34 CFR 106.21 (a)(b)</u> <u>Title IX: 34 CFR 106.36 (a)</u> <u>Title IX: 34 CFR 106.34</u> <u>Section 504: 34 CFR 104.4 (a), and 104.34 (a) and (c)</u> <u>Section 504: 34 CFR 104.47 (b)</u> | The written guidance plan, policy, and procedures ensure nondiscrimination. | Guidance plan, policy, and procedure | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Assessment plan with a list of tests administered | | | |
| | The written assessment plan ensures nondiscrimination. | Written procedures for evaluation and placement of disabled students | | | |
| | | Promotional and recruitment materials | | | |
| | | Enrollment demographics: gender, race or ethnic minority and disability (summary level) | | | |
| | | Recruitment, admission policies | | | |
| | | LEP policy | | | |
| | | Calendar of counseling and pre-vocational activities | | | |
| Comments | | | | | |

SECTION 6 COUNSELING AND PREVOCATIONAL PROGRAMS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|--|----|--------|--|
| | | Yes | No | | |
| <p>Title II: 28 CFR 35.130 Guidelines V-A</p> | | | | | |
| 6.2 Directing or Profiling | | | | | |
| <p>Counselors must not direct students into programs based on their race, color, national origin, sex, or disability. Recipients must ensure that counselors do not direct or urge any student to enroll in a particular career or program, or measure or predict a student's prospects for success in any career or program, based upon the student's race, color, national origin, sex, or disability. Title IX: 34 CFR 106.34 Section 504: 34 CFR 104.47(b) Guidelines V-B</p> | <p>Vocational program enrollments by sex, race, national origin, and disability are proportionate to enrollment of these groups in the general student population.</p> <p>Where enrollments are not proportionate, the institution can furnish a legitimate, nondiscriminatory rationale.</p> | Admission criteria | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Enrollment forms | | | |
| Enrollment demographics by class/program | | | | | |
| Comments | | | | | |
| 6.3 Directing Toward Restrictive Career | | | | | |
| <p>Recipients may not counsel disabled students toward more restrictive career objectives than nondisabled students with similar abilities and interests. Section 504: 34 CFR 104.37(b) Guidelines V-B</p> | <p>Disabled students have equal access to all programs and classes based on abilities and interests.</p> | Examples of pre-enrollment counseling | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Enrollment data (summary level) | | | |
| Comments | | | | | |

SECTION 6 COUNSELING AND PREVOCATIONAL PROGRAMS

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|--|----|--------|--|
| | | Yes | No | | |
| 6.4 Disproportionate Enrollment | | | | | |
| If disproportionate enrollments occur, efforts must be made to ensure that counseling services and materials are not responsible. Recipients must take steps to ensure that any disproportionate enrollment does not result from unlawful discrimination in counseling activities. <u>Title IX: 34 CFR 106.36</u> <u>Guidelines V-B</u> | Recipient has process in place to identify disproportionate enrollment. When disproportionate enrollment occurs, recipient assesses counseling materials and activities and makes appropriate revisions or can articulate a legitimate, nondiscriminatory rationale. | Examples of pre-enrollment counseling | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Enrollment data (summary level) | | | |
| | | Examples of revised counseling materials or activities in response to disproportionate enrollments | | | |
| | | | | | |
| | | Comments | | | |
| | | | | | |

SECTION 7 SERVICES FOR STUDENTS WITH DISABILITIES

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | Yes | No | Status |
|---|---|---|-----|----|--|
| | | | | | |
| Services For Students with Disabilities Issues | | | | | |
| <p>No qualified person with a disability may be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity. A recipient may not restrict access for students with disabilities to schools, programs, services, and activities because of architectural barriers, equipment barriers, the need for related aids and services, or the need for auxiliary aids. Section 504 and ADA Title II are based upon the premise that students with disabilities will be integrated with their nondisabled peers as much as possible. Historically, the assumption was made that persons with disabilities would not be able to function and the able-bodied should not put them in a position where they might be “uncomfortable.” However, research shows that gains made by persons with disabilities in the educational setting are enhanced when they are integrated with the appropriate aids and services. The Section 504 requirements for services for elementary and secondary disabled students are different from the requirements for services for postsecondary disabled students.</p> <p>Interviews with the following persons may clarify compliance with this standard: Guidance Counselors, Department Chairs, ADA and 504 Coordinators, Coordinator for Disabled Student Services, Facilities Director. In addition to interviews, a visual inspection of facilities should be conducted.</p> | | | | | |
| 7.1 SWD Access to Programs | | | | | |
| No qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service, or activity solely on the basis of disability. <u>Section 504: 34 CFR 104.4(a)</u> <u>Title II: 28 CFR 35.130(a)</u> <u>Guidelines IV-N</u> | The agency implements policies and procedures ensuring access for students with disabilities to programs, services, and activities. | Board policy | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Student handbooks | | | |
| | | Membership demographics in clubs and activities | | | |
| | | Procedures for selection into clubs, activities, programs | | | |
| | | Criteria for admission into courses, programs, services, and activities | | | |
| Comments | | | | | |
| | | | | | |

SECTION 7 SERVICES FOR STUDENTS WITH DISABILITIES

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|--|---|---|-----|----|--|
| | | | Yes | No | |
| 7.2 Equipment Barriers | | | | | |
| Disabled students must not be excluded from vocational, career, or academic programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. <u>Guidelines IV-N</u> | The agency provides appropriate aids and services for students with disabilities and does not have policies that limit participation of students with disabilities. | Example(s) of equipment adapted | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Description of policy for providing aids and services | | | |
| | | Description of aids and services available/provided/denied | | | |
| | | List of materials/resources available for seeing or hearing impaired | | | |
| | | Enrollment data by program | | | |
| | | Number of disabled students denied admission | | | |
| | | Student handbook/college catalog | | | |
| | | Policies governing use of guide dogs, tape recorders, note takers | | | |
| | | Interviews | | | |
| Comments | | | | | |
| | | | | | |
| 7.3 Postsecondary 504 Services | | | | | |
| If academic requirements that are essential to the career and technical program have the effect of discriminating against applicants or students on the basis of a disability, the institution should provide academic adjustments, including modified course examinations and auxiliary aids and services, for qualified disabled persons to complete a degree program and/or licensure requirements <u>Section 504: 34 CFR 104.44 (a)</u> | List of academic adjustments available to disabled students who need such modifications in order to succeed in a career and technical education program. Please note: This list should also identify the providers of such services. | Interviews with disabled students services coordinator and faculty | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Records or equipment schedules for the provision of auxiliary aids and services to individuals students with disabilities. | | | |
| | | Interviews with disabled students | | | |
| | | Comments | | | |
| | | | | | |

SECTION 7 SERVICES FOR STUDENTS WITH DISABILITIES

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | | Status |
|--|--|--|-----|----|--|
| | | | Yes | No | |
| 7.4 Academic Adjustments | | | | | |
| Postsecondary recipients need to adjust academic requirements to meet the needs of individual students with a disability. <u>Section 504: 34 CFR 104.44(a)</u> <u>Title II: 28 CFR 35.130(b)(7)</u> <u>Guidelines IV-N</u> | The agency adjusts academic requirements as appropriate to meet the needs of students with disabilities. | Number of disabled students in various courses and programs | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | List of programs in which particular disabled students have been denied access | | | |
| | | Programs in which essential requirements or licensing requirements have prevented access | | | |
| | | List of modifications by program | | | |
| | | Interviews | | | |
| Comments | | | | | |
| | | | | | |
| 7.5 Evaluation Accommodations & Modifications | | | | | |
| Course examinations or other procedures for evaluating students' academic achievements are administered in such a way that disabled students' aptitudes or achievement levels or other relevant factors are measured and not the disability. <u>Section 504: 34 CFR 104.44(c)</u> <u>Title II: 28 CFR 35.130(b)(8)</u> <u>Guidelines IV-N</u> | The agency accommodates needs of students with disabilities during testing. | Lists of modifications to tests or test administration | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Location of testing; facility accessible, auditory/lighting adequate | | | |
| | | Procedures for determining need | | | |
| | | Interviews | | | |
| | | Comments | | | |
| | | | | | |

| 7.6 Equitable Housing Opportunities | | | | | | |
|--|--|--|--|--|--|--|
| <p>Students receive equitable opportunities to benefit from housing programs regardless of their sex, national origin, color, race, or disability. <u>Title VI: 34 CFR 100.3(b)</u> <u>Title IX: 34 CFR 106.32</u> <u>Section 504: 34 CFR 104.45</u> <u>Guidelines VI-C</u></p> | <p>The on-campus housing reflects the demographics of the general student population.</p> <p>If an apparent disparity exists, the institution offers a legitimate, nondiscriminatory reason.</p> | Data of those living on campus. | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A | |
| | | Interviews with students | | | | |
| | | Interviews with residence hall staff | | | | |
| | | | | | | |
| Comment | | | | | | |
| | | | | | | |
| 7.7 Comparable & Accessible Housing | | | | | | |
| <p>The institution offers students with disabilities on-campus or off-campus housing that is comparable, convenient, and accessible to students with disabilities, at the same cost and under the same conditions as offered to nondisabled students. <u>Section 504: 34 CFR 104.45</u> <u>Guidelines VI-C</u></p> | <p>The housing program meets 504 and Title II accessibility requirements.</p> <p>Students with disabilities have a full range of features and prices to choose from.</p> | Interviews with students | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A | |
| | | Disaggregated demographic study of who is living in the residence halls | | | | |
| | | Audit of features and prices | | | | |
| | | | | | | |
| Comment | | | | | | |
| | | | | | | |

| 7.8 Off-Campus Housing | | | | | |
|--|--|--|--|--|--|
| <p>If an off-campus housing service is provided for students by arrangement with the institution, there is evidence that it is serving all students regardless of their sex, race, color, national origin or disability.</p> <p><u>Title VI: 34 CFR</u> <u>Title IX: 34 CFR</u> <u>Section 504: 34 CFR</u> <u>Guidelines VI-C</u></p> | <p>The institution has nondiscriminatory agreements in place with off-campus housing providers.</p> <p>The institution acts to resolve allegations of discrimination against off-campus housing providers operating under contract or similar arrangement.</p> | Data showing who is using the off campus housing service | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Review of contracts and agreements. | | | |
| | | | | | |
| Comment | | | | | |
| | | | | | |

| 7.9 Landlords | | | | | |
|---|---|--|--|--|--|
| <p>The college does not cooperate with any landlord who discriminates on the basis of race, color, national origin, sex, or disability.</p> <p><u>Title VI: 34 CFR</u> <u>Title IX: 34 CFR</u> <u>Section 504: 34 CFR</u> <u>Guidelines VI-C</u></p> | <p>Written "contract" with the landlords that includes the notification of nondiscrimination.</p> <p>Timely investigation initiated and corrective action taken in response to any complaint.</p> | Review of the written contracts with landlords | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Interviews with off campus housing staff | | | |
| | | Interview with a sample of landlords | | | |
| Comment | | | | | |
| | | | | | |

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status |
|---|--|---------------|----|--------|
| | | Yes | No | |
| 504/ADA Accessibility Issues | | | | |
| | <p>Recipient may not exclude students with disabilities from enjoying the benefits of its program or service because its facilities are inaccessible to or unusable by persons with disabilities.</p> <p>Interviews with the following persons may clarify compliance with this standard: Agency CEO, Guidance Counselors, Department Chairs, ADA and 504 Coordinators, Coordinator for Disabled Student Services, Facilities Director. In addition to interviews, a visual inspection of facilities should be conducted. Blueprints. Construction contracts. Work orders.</p> <p>Applicable accessibility standards are determined by the date the facility was constructed or last renovated by the institution.</p> <ul style="list-style-type: none"> Existing facilities/Section 504 (34 CFR, 104.22) - construction or alteration initiated before 6/4/77 - "readily accessible" New construction/Section 504 (34 CFR 104.23) - construction or alteration initiated between 6/4/77 and 1/17/91 – ANSI A117.1-1961 (R1971) New construction/Section 504 (34 CFR 104.23 - construction or alteration initiated on or after 1/18/91 - UFAS New construction/ ADA (28 CFR 35.151) - construction or alteration initiated on or after 1/27/92 - ADAADS or UFAS <p>List each facility reviewed with the date of construction or last renovation and the vocational programs offered therein.</p> <p style="text-align: center;"><u>(building)</u></p> <p style="text-align: center;"><u>(date)</u></p> <p style="text-align: center;"><u>(programs)</u></p> | | | |

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|---|----|--------|--|
| | | Yes | No | | |
| 8.1 Existing facility under 504 – Built or altered beginning June 3, 1977, or earlier | | | | | |
| <p>A recipient shall operate its program or activity so that when each part is viewed in its entirety, it is readily accessible to disabled persons. A recipient is not required to make each of its existing facilities or every part of a facility accessible to and usable by persons with disabilities. <u>Section 504: 34 CFR 104.22</u></p> | <ul style="list-style-type: none"> • redesign of equipment • reassignment of classes or other services to accessible buildings • assignment of aides to beneficiaries (but no carrying) • home visits • alteration of existing facilities and construction of new facilities in conformance with the requirements for new construction or • any other methods that result in making its program or activity accessible to persons with disabilities | • Observations and measurements | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | • Blueprints and plans (1) | | | |
| | | • Renovation schedules | | | |
| | | • Maintenance records (summary) | | | |
| | | • Work orders or contracts indicating construction start dates (summary of significant alterations, etc) | | | |
| Comments | | | | | |
| | | | | | |

(1) Blueprints are not required. However, please provide simple building plans showing locations of rooms, doors, etc with original construction dates and significant remodel dates for each building on or off campus.

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--------------------------|--|----|--------|--|
| | | Yes | No | | |
| 8.2 New construction under 504 – Built or altered between June 4, 1977, and January 17, 1991, inclusive | | | | | |
| Each facility or part of a facility constructed by, on behalf of, or for the use of a recipient is designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Conformance with the "American National Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Disabled," published by the American National Standards Institute, Inc. (ANSI A117.1-1961 (R1971) Later versions of ANSI A117.1 do not apply. <u>Section 504: 34 CFR 104.23</u> (prior to January 18, 1991 amendment) | 4.1 Grading | • Observations and measurements | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | 4.2 Walks | • Blueprints and plans (1) | | | |
| | 4.3 Parking lots | • Renovation schedules | | | |
| | 5.1 Ramps and gradients | • Maintenance records | | | |
| | 5.2 Entrances | • Work orders or contracts indicating construction start dates | | | |
| | 5.3 Doors and doorways | | | | |
| | 5.4 Stairs | | | | |
| | 5.5 Floors | | | | |
| | 5.6 Toilet rooms | | | | |
| | 5.7 Water fountains | | | | |
| | 5.8 Public phones | | | | |
| | 5.9 Elevators | | | | |
| | 5.10 Controls | | | | |
| | 5.11 Identification | | | | |
| 5.12 Warning signals | | | | | |
| 5.13 Hazards | | | | | |
| Comments | | | | | |
| | | | | | |

(1) Blueprints are not required. However, please provide simple building plans showing locations of rooms, doors, etc with original construction dates and significant remodel dates for each building on or off campus.

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status |
|--|--|--|----|--|
| | | Yes | No | |
| 8.3 New construction under 504 – Built or altered between January 18, 1991, and January 26, 1992, inclusive New construction under ADA Title II and 504 – Built after January 26, 1992; exercising the option to follow UFAS | | | | |
| Each facility or part of a facility constructed by, on behalf of, or for the use of a recipient or public entity is designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR subpart 101-19.6). Departures from particular technical and scoping requirements permitted where substantially equivalent or greater access to and usability of the building is provided. <u>Section 504: 34 CFR 104.23</u> <u>Title II: 28 CFR 35.151</u> | 4.1 Minimum requirements | • Observations and measurements | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | 4.2 Space allowance and reach ranges | • Blueprints and plans (1) | | |
| | 4.3 Accessible route | • Renovation schedules | | |
| | 4.4 Protruding objects | • Maintenance records | | |
| | 4.5 Ground and floor surfaces | • Work orders or contracts indicating construction start dates | | |
| | 4.6 Parking and passenger loading zones | | | |
| | 4.7 Curb ramps | | | |
| | 4.8 Ramps | | | |
| | 4.9 Stairs | | | |
| | 4.10 Elevators | | | |
| | 4.11 Platform lifts | | | |
| | 4.12 Windows | | | |
| | 4.13 Doors | | | |
| | 4.14 Entrances | | | |
| | 4.15 Drinking fountains and water coolers | | | |
| | 4.16 Water closets | | | |
| | 4.17 Toilet stalls | | | |
| | 4.18 Urinals | | | |
| | 4.19 Lavatories and mirrors | | | |
| | 4.20 Bathtubs | | | |
| | 4.21 Shower stalls | | | |
| | 4.22 Toilet rooms | | | |
| | 4.23 Bathrooms, bathing facilities, and shower rooms | | | |
| | 4.24 Sinks | | | |
| | 4.25 Storage | | | |
| | 4.26 Handrails, grab bars, tub and shower seats | | | |
| | 4.27 Controls and operating mechanisms | | | |
| | 4.28 Alarms | | | |
| | 4.29 Tactile warnings | | | |

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | Documentation | | Status |
|---|--|---------------|---------------|----|--------|
| | | | Yes | No | |
| | 4.30 Signage 4.31 Phones 4.32 Seating, tables, and work surfaces 4.33 Assembly areas 4.34 Dwelling units Other requirements | | | | |
| Comments | | | | | |
| | | | | | |

(1) Blueprints are not required. However, please provide simple building plans showing locations of rooms, doors, etc with original construction dates and significant remodel dates for each building on or off campus.

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status |
|--|--|--|----|--------|
| | | Yes | No | |
| 8.4 New construction under ADA Title II and 504 – Built after January 26, 1992; exercising the option to follow ADAADS | | | | |
| <p>Each facility or part of a facility constructed by, on behalf of, or for the use of a recipient or public entity is designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Conformance with the Americans with Disabilities Act Accessible Design Standards (ADAADS) (Appendix A to 34 CFR Part 36). Departures from particular requirements permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided. <u>Section 504: 34 CFR 104.23</u> <u>Title II: 28 CFR 35.151</u></p> | 4.1 Minimum requirements | • Observations and measurements | | |
| | 4.2 Space allowance and reach ranges | • Blueprints and plans(1) | | |
| | 4.3 Accessible route | • Renovation schedules | | |
| | 4.4 Protruding objects | • Maintenance records | | |
| | 4.5 Ground and floor surfaces | • Work orders or contracts indicating Construction start dates | | |
| | 4.6 Parking and passenger loading zones | | | |
| | 4.7 Curb ramps | | | |
| | 4.8 Ramps | | | |
| | 4.9 Stairs | | | |
| | 4.10 Elevators | | | |
| | 4.11 Platform lifts (wheelchair lifts) | | | |
| | 4.12 Windows | | | |
| | 4.13 Doors | | | |
| | 4.14 Entrances | | | |
| | 4.15 Drinking fountains and water coolers | | | |
| | 4.16 Water closets | | | |
| | 4.17 Toilet stalls | | | |
| | 4.18 Urinals | | | |
| | 4.19 Lavatories and mirrors | | | |
| | 4.20 Bathtubs | | | |
| | 4.21 Shower stalls | | | |
| | 4.22 Toilet rooms | | | |
| | 4.23 Bathrooms, bathing facilities, and shower rooms | | | |
| | 4.24 Sinks | | | |
| | 4.25 Storage | | | |
| | 4.26 Handrails, grab bars, tub and shower seats | | | |
| | 4.27 Controls and operating mechanisms | | | |
| | 4.28 Alarms | | | |
| | 4.29 Detectable warnings | | | |

SECTION 8 ACCESSIBILITY

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | Documentation | | Status |
|---|---|---------------|---------------|----|--------|
| | | | Yes | No | |
| | 4.30 Signage 4.31 Phones 4.32 Fixed or built-in seating or tables 4.33 Assembly areas 4.34 Automatic teller machines 4.35 Dressing and fitting rooms Other requirements | | | | |
| | Comments | | | | |
| | | | | | |

(1) Blueprints are not required. However, please provide simple building plans showing locations of rooms, doors, etc with original construction dates and significant remodel dates for each building on or off campus.

SECTION 9 COMPARABLE FACILITIES

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|--|----------------------------|--|----|--------|--|
| | | Yes | No | | |
| Comparable Facilities Issues: | | | | | |
| Separate facilities for students with disabilities should be similar in quality and convenience to facilities for students without disabilities. Separate changing rooms, showers and other facilities for students of one sex should be similar in quality and convenience to the facilities for students of the other sex. Any separate facilities for male, female or disabled students should be located in similar proximity to the associated classrooms, shops or laboratories. | | | | | |
| 9.1 Separate Comparable Facilities | | | | | |
| If separate programs or facilities exist for students with disabilities, they are comparable to those for students without disabilities. <u>Section 504: 34 CFR 104.34(c) Guidelines VI-A</u> | Facilities are comparable. | Review of facilities | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | Programs are comparable. | Comparison of programs and services offered to both students with disabilities and students without disabilities | | | |
| | Services are comparable. | | | | |
| | Comments | | | | |
| | | | | | |

SECTION 9 COMPARABLE FACILITIES

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|--------------------------------------|----|--------|--|
| | | Yes | No | | |
| 9.2 Changing Rooms & Showers | | | | | |
| <p>Changing rooms, showers, and other facilities for students of one sex are comparable to those provided to students of the other sex.</p> <p>Changing rooms, showers, and other facilities for students with disabilities are comparable to those provided to students without disabilities.</p> <p><u>Title IX: 34 CFR 106.33</u> <u>Section 504: 34 CFR 104.4(b)(ii)</u> <u>Guidelines VI-D</u></p> | <p>Locker rooms have approximately the same space and amenities for both males and females.</p> <p>If there is disparity, the institution provides a legitimate, nondiscriminatory rationale.</p> <p>Changing rooms, shower, bathrooms, and other facilities near the vocational areas are comparable for both men and women.</p> <p>Persons with disabilities have convenient access to changing facilities and shower facilities.</p> | Visual examination of the facilities | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Interviews with staff | | | |
| | | | | | |
| Comments | | | | | |
| | | | | | |

SECTION 10 WORK STUDY COOPERATIVE EDUCATION, JOB PLACEMENT, AND APPRENTICE TRAINING

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|---|----|--------|--|
| | | Yes | No | | |
| Work Study Cooperative Education, Job Placement, and Apprentice Training Issues | | | | | |
| <p>An agency not only has the responsibility to provide its services in a nondiscriminatory manner, but it also has the responsibility not to foster discrimination by businesses that provide employment or workplace learning sites. To be a partner in that discrimination is illegal. Assignments cannot be made or withheld in such programs simply because of the sex, race, national origin, or disability of the student. It is also illegal to cooperate with an employer that requests students on the basis of sex, race, color, national origin or disability status. It is recommended that agencies have written agreements whereby the cooperating worksite indicates that they will not discriminate and that they understand the school or college will not work with any business that does. It is necessary to review these written agreements, the assignments of students presently in such programs and the placement process to see whether any such patterns exist.</p> | | | | | |
| 10.1 Work Study & Job Placement | | | | | |
| Opportunities in work study, cooperative education, and job placement programs are available to all students regardless of race, color, national origin, sex, or disability. <u>Title VI: 34 CFR 100.3(b)</u> <u>Title IX: 34 CFR 106.31(d)</u> <u>Section 504: 34 CFR 104.4(b)</u> <u>Guidelines VII-A</u> | Students in the work-study, cooperative education and job placement programs are representative of the demographics of the school or program. If there is disparity, the institution provides a legitimate, nondiscriminatory rationale. | Review of enrollment data in the work-study, cooperative education, and job placement programs | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | | |
| | | Interviews with staff | | | |
| | | | | | |
| Comment | | | | | |
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SECTION 10 WORK STUDY COOPERATIVE EDUCATION, JOB PLACEMENT, AND APPRENTICE TRAINING

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status |
|---|--|---|----|--|
| | | Yes | No | |
| 10.2 Employer Agreements | | | | |
| A recipient that assists employers and prospective employers in making employment opportunities available to any of its students must ensure that the employer does not discriminate on the basis of race, color, national origin, sex, or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. <u>Title VI: 34 CFR 100.3(b)</u> <u>Title IX: 34 CFR 106.38</u> <u>Section 504: 34 CFR 104.46(b)</u> <u>Guidelines VII-A</u> | Workplace agreements contain an assurance of nondiscrimination that is signed by both the employer and the agency. The recipient does not honor any employer's requests for students who are free of disabilities or for students of a particular race, color, national origin, or sex. | Review of workplace assignments, hours of work, and job assignments | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Interviews with students | | |
| | | Interviews with staff | | |
| | | | | |
| Comment | | | | |
| | | | | |

SECTION 11 APPRENTICESHIP TRAINING PROGRAM

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|--|---|----|--------|--|
| | | Yes | No | | |
| Apprenticeship Training Program Issues | | | | | |
| <p>In the same way that an employer may not discriminate and the educational agency may not work with any that do discriminate, it also has the responsibility to ensure that entities sponsoring apprenticeship programs such as unions do not discriminate. To be a partner in that discrimination is illegal. Assignments cannot be made or withheld in an apprenticeship program simply because of the sex, race, color, national origin, or disability of the student. A written agreement is recommended whereby the apprenticeship program indicates it will not discriminate on these bases. It is necessary to review apprenticeship assurance forms, the assignments of students presently in such programs and the placement process to see whether any such patterns exist.</p> | | | | | |
| 11.1 Apprenticeship Agreements | | | | | |
| <p>Schools may not enter into an agreement for the provision or support of apprentice training for students or union members with any labor union or other sponsor that discriminates against its members or applicants on the basis of race, color, national origin, sex, or disability. <u>Title VI: 34 CFR 100.3(c)</u> <u>Title IX: 34 CFR 106.31(d)</u> <u>Section 504: 34 CFR 104.11(a)(4)</u> <u>Guidelines VII-A</u></p> | Verification that staff understands this requirement. | Policy or written procedure | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | Verification that the staff has not honored any request. | Demographics of student enrolled in apprenticeship program | | | |
| | | Interview with students | | | |
| | | Interview with staff | | | |
| | | Interview with sponsors of apprenticeship programs | | | |
| Comment | | | | | |
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|---|---|---------------------------------|--|--|--|
| <p>A written agreement between the institution and the labor union or other sponsor includes an assurance of nondiscrimination on the basis of race, color, national origin, sex, or disability. <u>Guidelines VII-A</u></p> | <p>Written agreement between apprenticeship program and the agency contains the nondiscrimination statement that is signed by both parties.</p> | Review of the written agreement | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | | | | |
| Comment | | | | | |
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SECTION 12 EMPLOYMENT

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | Yes | No | Status |
|--|---|--|-----|----|---|
| <p>Employment Issues</p> <p>Recipients are prohibited from engaging in any employment practice that discriminates against any employee or applicant for employment on the basis of sex, disability, race, color, or national origin. Specific issues include employment policies, recruitment and selection matters, salary establishment and administration, reasonable accommodation, and overcoming the effects of past discrimination.</p> <p>Suggested Persons to Interview: Personnel Director/Human Resources Director/Human Director, Recruiters or Personnel Staffing Specialists, Affirmative Action Officer, Top Managers, Members of Recruitment and Selection Teams or Committees, Recent hires, Union Officers or Negotiators, Staff who are members of protected groups.</p> | | | | | |
| <p>12.1 Employment Practices</p> | | | | | |
| <p>Recipients may not engage in any employment practice that discriminates against any employee or applicant for employment on the basis of sex or disability. Recipients may not engage in any employment practice that discriminates on the basis of race, color, or national origin if such discrimination tends to result in segregation, exclusion, or other discrimination against students.</p> <p>Recipients may not make pre-employment inquires concerning disability, marital, or parental status.</p> <p><u>Title VI: 34 CFR 100.3(c)</u> <u>Title IX: 34 CFR 106.51, 106.57, and 106.60</u> <u>Section 504: 34 CFR 104.13 and 104.14</u> <u>Guidelines VIII-A</u></p> | <p>Recipient's employment practices are conducted without regard to race, color, national origin, sex, or disability of applicants or employees.</p> <p>Application forms and materials are free from prohibited questions concerning disability or marital or parental status.</p> | <p>Employment practices documents including:</p> <p>hiring policies and procedures</p> <p>advancement policies and procedures</p> <p>employee handbooks</p> <p>application materials and forms</p> <p>screening committee policies and procedures</p> <p>rating systems</p> <p>job announcements</p> <p>recruitment policies</p> | | | <p><input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A</p> |
| <p>Comments</p> | | | | | |

SECTION 12 EMPLOYMENT

| Equity Requirement/ <u>Legal Cites</u> | Indicators of Compliance | Documentation | | Status | |
|---|---|---|----|--------|--|
| | | Yes | No | | |
| 12.2 Employment Recruitment Notification | | | | | |
| The recipient must notify every source of faculty that it does not discriminate on the basis of race, color, national origin, sex, or disability. <u>Guidelines VIII-B</u> | Local agency or postsecondary institution notifies its sources of faculty that it does not discriminate on the basis of race, color, national origin, sex, or disability. | Application form for employment | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | Vacancy announcements and advertisements | | | |
| | | Recruitment letters or contacts | | | |
| | | Personnel web site and other related recruitment documents | | | |
| | | Published nondiscrimination statement in newspapers, student handbooks, other college materials | | | |
| Comments | | | | | |
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12.3 Salary Scales & Assignments

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|--|--|--|--|--|--|
| <p>The recipient should establish and maintain faculty salary scales on the basis of the conditions and responsibilities of employment without regard to race, color, national origin, sex, or disability. <u>Title IX: 34 CFR 106.54</u> <u>Section 504: 34 CFR 104.11 and 12</u> <u>Guidelines VIII-D</u></p> | <p>Faculty salary scales and policy are based upon the conditions and responsibilities of employment without regard to race, color, national origin, sex, or disability.</p> | <p>Faculty salary schedules and related policies</p> | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | <p>Faculty assignment information by race/ethnic group, sex, and disabled staff</p> | | | |
| | <p>Faculty assignment patterns are nondiscriminatory on the basis of race, color, national origin, sex, or disability.</p> | <p>A non-faculty classification/compensation system is in place that evaluates jobs and places them in appropriate salary ranges according to working conditions and levels of employment responsibility</p> | | | |
| | <p>Non-faculty salary administration is based upon the conditions of employment without regard to race, color, national origin, sex, or disability.</p> | | | | |
| <p>Comments</p> | | | | | |
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| 12.4 Equal Opportunities & Reasonable Accommodations | | | | | |
|---|--|--|--|--|--|
| <p>Recipients must provide equal employment opportunities for teaching and administrative positions to disabled applicants who can perform the essential functions of the positions and make reasonable accommodations for the physical or mental limitations of disabled (otherwise qualified) applicants unless it can be demonstrated that such accommodations would impose undue hardship. <u>Section 504: 34 CFR 104.12</u> <u>Guidelines VIII-E</u></p> | <p>Recipient's employment policies do not unlawfully discriminate against the disabled.</p> <p>Disabled persons are employed in teaching and administrative positions and are not treated differently in promotion and tenure decisions.</p> | <p>Number of disabled staff</p> | | | <input type="checkbox"/> Compliance <input type="checkbox"/> Noncompliance <input type="checkbox"/> Undetermined <input type="checkbox"/> N/A |
| | | <p>Copies/description of policies, procedures, and criteria considered for hiring, promotion, retention, and tenure including professional and non-professional applications</p> | | | |
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| Comments | | | | | |
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