

## Civil Rights Exhibit List

The following information and materials are requested in conjunction with the upcoming civil rights review of your college. Please submit all requested materials and information, as well as a copy of this list with the items not available marked "NV" and items not applicable marked "NA". It will assist in expediting the review if all items are arranged and numbered according to this list. Please highlight specific, relevant information such as nondiscrimination statements and grievance procedures.

**Community College Name:** .....

**On-Site Visit Contact Person:** .....

**Title:** .....

**Phone/e-mail:** .....

- | Submitted                | NV                       | NA                       |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. The student handbook and other descriptive catalogs, brochures and publications provided to students/parents.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. A brochure or information showing the District's recruitment procedures and activities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Copies of student application and registration forms and other admission criteria to career and technical education programs/courses.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. A copy of the student grievance procedure which meets sex equity (Title IX) and persons with disabilities (Section 504) Section 504 requirements and the publication(s) in which grievance procedures can be found (include the dissemination method of these publications).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Copies of any cooperative education training plans and agreements and other written agreements with outside businesses or other agencies (i.e, cosmetology contract, aviation contract, etc.).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. A description of any special courses, programs, schools or other services provided by the district for pregnant students.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. A description of the arrangements that have been made or changes needed to make career and technical education programs accessible to individuals with disabilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. A copy of the district's collective bargaining or other employment agreements for faculty.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. A copy of the employee grievance procedure, which meets Civil Rights requirements, and method of dissemination. This must be more than just the negotiated contract for teachers, and must cover Title IX and Section 504.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. A copy of the application forms for employment, a sample vacancy announcement and recruitment letters for faculty.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Names of the coordinators for sex equity (Title IX) and persons with disabilities (Section 504).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. A copy of the annual notice to students, parents, employees and the general public which states that career and technical programs/courses are offered without regard to race, color, national origin, sex, age, or disability, plus title, address and phone number of the Title IX and Section 504 coordinator(s). This is usually published in the newspaper. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Date each building was originally constructed. Date each building was most recently renovated.   |