

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 7.0
Procedure Title: ADA Statement on Publications
Relevant Board Policy: [D.2.1 Equal Employment Opportunity](#)
[F.1.1 Equal Educational Opportunities](#)
Originating Unit: Public Relations Office
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure provides the correct wording of the statement required by the U.S. Office of Civil Rights to be placed on certain publications of Palo Alto College. This is the ONLY approved statement that complies with directives from the federal government. Any change must be approved by the Alamo Colleges Associate Vice Chancellor of Human Resources.

II. Procedure Statement:

- A. The statement affects publications and is required in order to inform the public about the college's compliance with the Americans with Disabilities Act and with Equal Employment Opportunity guidelines. The statement specifically must provide a way to provide reasonable accommodations for someone with a disability.
- B. The statement must appear on multi-page brochures, booklets, class schedules, catalogs, manuals, student publications, faculty syllabi, and other materials that will be seen by the community. The community includes our faculty, staff and students. It is not necessary to place it on internal correspondence, such as letters and memos.
- C. A short version of the statement may be used on posters, fliers and advertising.
- D. The statement must read:

The Alamo Colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

Short version:

The Alamo Colleges are Equal Opportunity Employers. For accommodations or an alternate format, contact Palo Alto Disability Support Services at (210) 486-3020.

- E. Questions may be referred to the Director of Public Relations or to the Coordinator of Disability Support Services.

Date: January 10, 2005

Approved: (signed: Ana M. Guzman)
President

Revised: Nov 12, 2010

Public Relations Office