

Rights and Responsibilities Summarized

The following rights and responsibilities for students, faculty and the institution/ Disability Support Services are adapted from Hill (2000), sections 8-10.

Student's General Rights and Responsibilities:

Rights:

- To not be denied access due to a disability, according to the law.
- To receive reasonable accommodations that provide equal opportunity.
- To have access to auxiliary aids/assistive technology as available to other students.
- To not be counseled toward "more restrictive career objectives."
- To receive assistance from the DSS office in removing physical, academic and attitudinal barriers.
- To not be discriminated against due to a disability or receive any retaliatory discrimination, as protected by law.

Responsibilities:

- To identify themselves to the DSS office.
- To provide documentation of disability.
- To participate in an intake interview with the Coordinator for DSS to initiate services.
- To initiate specific accommodations by following the procedures outlined in this handbook and the accommodation agreement.
- To provide the notice within the time deadlines set forth in this handbook.
- To provide for his/her personal independent living needs or other personal disability-related needs.
- To assume personal responsibility for meeting with faculty and requesting additional assistance.

Faculty's General Responsibilities:

Rights:

- Classroom Behavior: All University students must adhere to the University code of conduct regardless of whether they have a disability. Infractions of this code should be directed to the Dean of Student Life, the Chief Judicial Officer or their designees. If the student has been identified as a student with a disability, DSS should also be notified of the incident.
- Challenge Accommodations: Reasonable accommodations are based on documentation provided by the student and on file in DSS. In some situations the requested accommodations may not be appropriate for the course. A faculty member has the right to challenge an accommodation request if he/she believes the student is not qualified, the accommodation would result in a fundamental alteration of the program, or the accommodation would impose an undue financial or administrative burden or is otherwise not required by law or applicable regulations.

Responsibilities:

- Shared Responsibility: As employees of the University who have compliance obligations under federal laws, it is the responsibility of faculty members to assume a shared responsibility in providing reasonable accommodations for students with disabilities. The University is responsible for implementation and, as employees, faculty members are required to adhere to the policies and procedures.

- **Referral**: If a faculty member is notified by a student that he/she has a disability or if the student brings a medical statement to the instructor, it is the faculty member's responsibility to refer that student to DSS. If an instructor notices that a student is not performing up to standards and suspects there might be a disability impacting their learning, he/she may also refer the student. However, the instructor should not make assumptions about whether a disability exists, and should not discriminate against the student on the basis of any perceived disability.
- **Disability Verification Letter**: Faculty should receive a disability verification letter by the second week of the quarter. Faculty are not to provide academic adjustments unless there is a letter from DSS certifying the student is qualified to receive services and the nature of the accommodations. Faculty may make additional recommendations for adjustments if they believe the student will benefit.
- **Syllabus Statement**: Each course syllabus should contain a Reasonable Accommodation statement. Please include one of the below-listed sample statements or a similar one in each course syllabus.
 - If you have a specific disability that qualifies you for academic accommodations, please contact Disability Support Services to make your accommodations request. Once your eligibility has been determined, DSS should send a Disability Verification Letter to your professors indicating what accommodations have been approved.
 - Students with disabilities must contact Disability Support Services to request reasonable academic accommodations, if necessary. DSS should send Disability Verification Letters out to all your professors indicating the appropriate accommodations for the classroom based on your disability.
- **Confidentiality Caution:**
 - Students with disabilities are protected under FERPA and the civil rights laws. At no time should faculty make any statements or implications that the student is any different from the general student population.
 - Examples of behaviors to be avoided:
 - Do not ask the student to come to the classroom and then leave with the test in hand.
 - Do not place the student in the hall or any other public place to take an exam because you want to be close to them in case they have a question.
 - Do not ask the student for documentation other than the Disability Verification Letter from DSS.
 - Do not discuss the student's needs or accommodations other than in a private place.
 - Do not use a grading standard that is any different from the rest of the class.
 - Do not give students with disabilities an advantage or disadvantage over the rest of the class; the idea of the law is to give equal access or equal opportunity provided through reasonable accommodations.

Institutional/Disability Support Services Responsibilities:

- To work to prevent discrimination against qualified individuals with disabilities.
- To work to reduce or eliminate physical, academic and attitudinal barriers.
- To identify reasonable accommodations.

- To serve as liaison with faculty.
- To assist in the development of a shared responsibility and community for individuals with disabilities.
- To assist the student in self-advocacy.
- To assist the student in problem solving.
- To guide the student to possible resources that might assist him or her, whether it is on campus or networking in the community.