



Rights and Responsibilities

College's Rights

- To determine the appropriateness of documentation and requests for accommodations on a case-by-case basis, using the professional judgement of the Office of Student Accessibility Resources / Designee.
- To request additional information to determine eligibility for services.
- To share relevant information regarding the student's disability with those who have a legitimate educational interest.
- To deny a request for accommodation or withdraw an accommodation when a student fails to meet the college's academic and institutional criteria.

College's Responsibilities

- To reduce or eliminate physical, academic, and attitudinal barriers.
- To assure that every student receives an equal level of service and expertise from the college, regardless of campus or type of enrollment, by systematizing intra-campus communication and support.
- To serve as an advocate for students with disabilities and to ensure equal access.
- To consult with faculty regarding academic accommodations and compliance with legal responsibilities.
- To develop written policies and guidelines regarding procedures for determining and accessing "reasonable accommodations."
- To provide services that are based on the institution's mission and/or service philosophy.
- To prohibit discrimination against qualified individuals with disabilities.
- To assure the safety and confidentiality of all documentation related to student's disabilities.
- To provide services to students for effective communication.

Student's Rights

- To have equal access to educational programs, services, and activities, as well as the means for effective communication.
- To request reasonable accommodations.
- To comply with guidelines set forth by the Office of Counseling and Student Accessibility Resources for students using the services.
- To be permitted to discuss problems related to his/her/their accommodation's with the Office of Counseling and Student Accessibility Resources/Designee and if necessary, to seek redress through appropriate administrative channels.

Student's Responsibilities



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- To meet with the Office of Counseling and Student Accessibility Resources/Designee during an initial intake appointment to discuss the nature and impact of his/her/their disabilities.
- To request accommodations and provide a class schedule each semester.
- To provide appropriate documentation of disability.
- To initiate all requests for services and/or accommodations through the Office of Counseling and Student Accessibility Resources in a timely manner.
- The Office of Counseling and Student Accessibility Resources is not responsible for personal attendants, personal care needs, or mobility orientation training. These responsibilities befall on the student.
- To request for interpreter or testing services in a timely manner (3 business days in advance).
- To contact the Office of Counseling and Student Accessibility Resources if you will be absent or running late for class when receiving scribe or interpreting services. The interpreter or scribe will only wait 15 minutes.

Faculty's Rights

- Classroom Behavior – All college students, whether they have a disability or not, must adhere to the Student Code of Conduct. Infractions of these standards should be directed to the Office of Civility. The Office of Civility will consult with the Office of Counseling and Student Accessibility Resources/Designee when it is a student with disabilities who violates any code of conduct.
- Challenging Accommodations – A faculty member has the right to challenge an accommodation request if they believe the student is not qualified and/or if the accommodation would result in a fundamental alteration of the class.
- Faculty members must consult with the Office of Counseling and Student Accessibility Resources/Designee, not the student if there are questions or concerns about designated accommodations.

Faculty's Responsibilities

- Accommodation Memo – Faculty should not provide academic adjustments for a disability without a notice from the Office of Counseling and Student Accessibility Resources certifying that the student is qualified to receive services and identifying what accommodations are needed.
- Referrals – If a student notifies a faculty member that he/she/they have a disability or takes documentation to the instructor, it is the faculty member's responsibility to refer the student to the Office of Counseling and Student Accessibility Resources. If a student is not performing up to standards and the instructor thinks the student may have a learning disability, he/she/they should refer the student to the Office of Counseling and Student Accessibility Resources.