



## Accessibility Services Office

Educational access is the provision of classroom accommodations, auxiliary aids, and other services to ensure equal educational opportunities for all students regardless of disability. Creating equal educational opportunities is a collaboration between the student, the faculty members, and the Accessibility Services Office.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 protect students with disabilities from discrimination that may occur as a result of misconceptions and/or failure of the institution to provide appropriate accommodations, auxiliary aids, or services.

### Student Rights and Responsibilities

*Students have the right to:*

- Confidentiality – The expectation that all disability-related information to be treated confidentially
- Accommodations – The right to appropriate accommodations from faculty and the Accessibility Services Office
- Appeal – The right to appeal decisions regarding accommodations and auxiliary aids

*Students have responsibility for:*

- Documentation – Provide the Accessibility Services Office with appropriate documentation of the disability
- Confidentiality – Contact the instructor during office hours or scheduled appointment to facilitate privacy in discussing classroom accommodations
- Accommodations – Initiate the request by contacting the Accessibility Services Office and completing the intake interview
- Communication – Act as own advocate; speak with college staff and faculty in order to facilitate accommodations
- Personal/physical needs – Provide for own personal disability-related needs, including transportation, carrying of bookbag, etc.

## **Faculty Rights and Responsibilities**

*Faculty have the right to:*

- Notification – The Accessibility Services Office and/or the student must identify the need for appropriate accommodations

*Faculty have the responsibility for:*

- Accommodations – Respond immediately to a students' need for accommodations; work to ensure that all class materials and resources are accessible
- Confidentiality – Treat and protect all disability-related information as confidential
- Communication – Consult with the student and the Accessibility Services Office in providing accommodations

*Please note: Faculty do not have the right to ask students if they have a disability. If students choose to disclose their disability, this information should be treated as confidential.*

## **Accessibility Services Office Rights and Responsibilities**

*Accessibility Services Office has the right to:*

- Documentation - Receive appropriate documentation from the student prior to the initiation of accommodations
- Accommodations – Expect students and faculty to work cooperatively with the Office to facilitate academic accommodations
  - Deny unreasonable academic accommodations, adjustments, and/or auxiliary services - accommodations cannot impose undue hardship or fundamentally alter a program or activity of the college
  - Deny academic accommodations/services if appropriate documentation has not been provided

*Accessibility Services Office has responsibility for:*

- Documentation – Collect, evaluate, and determine eligibility for services and securely house documentation for students
- Confidentiality – Treat and protect all disability-related information as confidential information; meet with students privately in an accessible location to discuss needs
- Accommodations – Provide appropriate accommodations in collaboration with the student and instructor
- Communication – Convey procedures clearly to students and faculty
- Advocacy – Assist students with disabilities in understanding their strengths as well as functional limitations