



# Student Accessibility Services Rights and Responsibilities

**Document Number:** ACSP-0002

**Date Published(sys):** 7/8/2021

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## ***General Description***

### **Policy Summary:**

This policy sets forth the rights and responsibilities of both faculty and students with regard to accommodations.

### **Purpose:**

As a part of the process for requesting and implementing accommodations, both faculty and students are afforded the opportunity to understand their rights and responsibilities associated with these processes.

### **Scope:**

This policy applies to students and faculty.

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## ***Policy Content***

### **Students with disabilities at Trinity University have the right to:**

- a. Expect nondiscrimination and equal access to courses, programs, services, activities, and facilities offered through Trinity.
- b. Receive reasonable and appropriate accommodations in a timely manner from SAS and faculty.
- c. Expect all disability-related information to be treated confidentially, except as required by law or as deemed necessary to prevent harm to the student and/or others. Note: SAS is the only office designated to review disability documentation and determine eligibility and appropriate accommodations.
- d. Meet privately with faculty to discuss needed accommodations and any other concerns.
- e. Appeal decisions regarding accommodations.

### **Students with disabilities at Trinity University have the responsibility to:**

- a. Self-identify as an individual with a disability and provide SAS with appropriate documentation of the disability.
- b. Follow the set procedures for obtaining reasonable accommodations from SAS and faculty.
- c. Request specific accommodations in a timely manner (the earlier, the better), and ensure that the professor is aware of needed accommodations prior to each instance (e.g., each exam).
- d. Act as their own advocate by initiating and maintaining communication with SAS and faculty concerning their accommodation needs, and seeking information, counsel, and assistance when necessary.
- e. Notify SAS and faculty immediately when an accommodation is not being provided completely or correctly.
- f. Notify SAS and faculty when an accommodation is not being used or is no longer needed.
- g. Adhere to Trinity University's academic and student conduct standards.
- h. Understand the policies and law regarding students with disabilities.

### **Faculty members have the right to:**

- a. Determine the content of each course and decide how best to instruct students and assess student learning.
- b. Maintain the academic standards and integrity of the course.
- c. Receive verification of a documented disability from a student in the form of an accommodation letter produced by SAS. If a student does not approach faculty and provide them with an accommodation letter, then they are not obligated to and should not provide accommodations.
- d. Expect students with disabilities to inform them early in the semester of their accommodation needs in order to provide them.
- e. Consult with SAS to discuss students' accommodation needs and question and negotiate alternative accommodations if the requested accommodations seem to violate the goals or essential requirements of a course.
- f. Be treated respectfully by all students.

### **Faculty have the responsibility to:**

- a. Identify and establish the goals and essential requirements of the course and evaluate students on this basis.
- b. Maintain the same standards for students with disabilities as are applied to all other students.
- c. Inform students at the beginning of each semester of the procedures to arrange reasonable accommodations. The use of a syllabus statement and class announcements informing students of this process are strongly encouraged.

- d. Provide and arrange reasonable accommodations in a timely manner to students who present them with an accommodation letter from SAS.
- e. Maintain student confidentiality by protecting the student’s identity and keeping disability-related information in a protected location.
- f. Consult with SAS and the student with a disability if the accommodations requested seem to violate the goals or essential requirements of a course.
- g. Understand the policies and laws regarding students with disabilities.

**Student Accessibility Services has the right to:**

- a. Identify and establish appropriate accommodations for courses, programs, services, activities, and facilities.
- b. Request and receive current documentation that supports the need for reasonable and appropriate accommodations prior to them being initiated.
- c. Deny a request for accommodations if the documentation demonstrates that the request is not warranted or if the individual fails to provide appropriate documentation.
- d. Expect students and faculty to work cooperatively with SAS to facilitate reasonable accommodations.

**Student Accessibility Services has the responsibility to:**

- a. Provide or arrange reasonable accommodations for students in collaboration with the faculty and the student.
- b. Determine eligibility for reasonable accommodations in a timely manner.
- c. Maintain appropriate confidentiality of records and communication, except when required by law or as deemed necessary to prevent harm to the student and/or others.
- d. Communicate procedures clearly to the student and faculty.
- e. Make referrals to Counseling Services, Health Services, and other departments or organizations when appropriate.
- f. Assist students with disabilities in understanding their strengths and functional limitations and providing them with the skills they need to appropriately advocate for themselves.

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**Revision Management**

**Revision History Log:**

<b>Revision #:</b>	<b>Date:</b>	<b>Recorded By:</b>
v1.0	7/31/2019 10:26 PM	Katharine Martin

**Vice President Approval:**

Enter Vice President(s) that are responsible for approving this document

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