Student Accessibility Services Rights and Responsibilities

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General Description

Policy Summary:

The Trinity University Student Accessibility Services Rights and Responsibilities Policy affirms the university's commitment to providing an inclusive and equitable learning environment for students with disabilities. This policy outlines the rights of students to access accommodations and support services tailored to their individual needs, as well as their responsibilities to notify and cooperate with Accessibility Services. It also emphasizes the university's obligation to maintain confidentiality and ensure non-discrimination. Students are encouraged to advocate for their needs while adhering to university procedures and policies, thereby promoting a fair and supportive academic community.

Purpose:

The purpose of this policy is to facilitate equitable access to educational opportunities for students with disabilities by clearly outlining the rights and responsibilities of both students and faculty in the accommodation process. It aims to promote awareness and understanding of the procedures involved in requesting, implementing, and maintaining accommodations. By fostering open communication and mutual respect, the policy ensures that all parties are informed and empowered to support an inclusive learning environment that upholds the principles of accessibility, confidentiality, and non-discrimination.

Scope:

This policy applies to students with disabilities who are otherwise qualified and registered with the Office of Student Accessibility Services. It also covers university employees (i.e., faculty and/or staff), who are tasked with implementing accommodations approved by the Office of Student Accessibility Services. The policy clarifies the roles and responsibilities of these students and staff in ensuring accessible and equitable educational experiences in accordance with university standards and legal requirements.

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.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	9/15/2025 9:49 AM	Pamela Mota
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