

FAST FACTS FOR FACULTY

Academic Support and Disability Services

Rights & Responsibilities

Student Rights

- ◆ To not be denied access due to disability.
- ◆ To receive reasonable accommodations which provide equal opportunities.
- ◆ To have access to auxiliary aids/assistive technology.
- ◆ To receive assistance from the Office of Academic Support and the Office of Disability Services in removing any academic, physical or attitudinal barriers.
- ◆ To not be discriminated against due to a disability or receive any retaliatory discrimination.
- ◆ To confidentiality of all documentation related to his or her disability.

Student Responsibilities

- ◆ To self-identify themselves to the Office of Academic Support.
- ◆ To provide documentation -- with current functional limitations and recommendations for academic support -- by a qualified practitioner.
- ◆ To present *Documentation Confirmation* to faculty within the first two weeks of the semester.
- ◆ To provide a minimum of a two-week notice for all accommodation requests including but not limited to adaptive technology, physically accessible classrooms, interpreters or texts in alternative format.
- ◆ To provide one-week notice to the instructor and Director of Academic Support when they will be testing at CASA.
- ◆ To assume responsibility for testing procedures and notifying faculty and Academic Support accordingly.
- ◆ To assume personal responsibility for meeting with faculty and requesting assistance through supplemental services such as the CASA Tutoring Center.
- ◆ To meet the College's graduation requirements.

Faculty Rights

- ◆ To determine course content and general methods of teaching.
- ◆ To make informed decisions about how to best adapt their teaching and assessment methods to accommodate all students.
- ◆ To ensure that the standards in their courses are not lowered or compromised.
- ◆ To request a written agreement before allowing the student to tape record a class. (Forms available in the Office of Academic Support.)
- ◆ To expect students to adhere to the College's code of conduct regardless of disability or impairment.
- ◆ To use CASA as a testing center for extended time exams.
- ◆ To challenge an accommodation if the accommodation would result in a fundamental alteration of the program or if the accommodation would result in undue financial or administrative burden.

Faculty Responsibilities

- ◆ To acknowledge that students who present *Documentation Confirmation* have provided adequate and appropriate documentation to the Office of Academic Support.
- ◆ To respect student confidentiality with regard to specifics of their disability.
- ◆ To assume shared responsibility in providing reasonable accommodations for students with disabilities.
- ◆ To refer students who present medical statements directly to the instructor to the Office of Academic Support.
- ◆ To refuse academic accommodations unless in receipt of a *Documentation Confirmation* form from the Office of Academic Support.
- ◆ To include a “Reasonable Accommodation” statement on the course syllabus.

College Rights

- ◆ To establish fundamental program and course standards and to evaluate each student’s performance against these standards.
- ◆ To request and receive documentation that supports academic accommodations.
- ◆ To deny a request for academic accommodations if documentation is not provided or if documentation fails to demonstrate that accommodations are needed.
- ◆ To select among equally effective modifications to meet a student’s academic needs.
- ◆ To refuse an unreasonable modification or one that poses undue administrative or financial hardship on the college.

College Responsibilities

- ◆ To prohibit discrimination against qualified individuals with disabilities.
- ◆ To reduce or eliminate physical, academic and attitudinal barriers.
- ◆ To provide reasonable accommodations.
- ◆ To maintain the strictest of student confidentiality.
- ◆ To assist students in self-advocacy.
- ◆ To guide students to resources that might assist them.
- ◆ To communicate with students in a way that maintains dignity and respect.
- ◆ To serve as a liaison between faculty and students with disabilities.

Contact Information

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