

5: Accessibility/ADA

Students' Rights and Responsibilities

Students with disabilities have the right to:

- information that is reasonably available in accessible formats.
- reasonable accommodations, academic adjustments, and/or auxiliary aids and services that are determined on an individual basis.

Students with disabilities have the responsibility to:

- self-identify to Accessibility Resources when accommodations, academic adjustments, and/or auxiliary aids and services are needed and to seek information, counsel, and assistance as necessary, and in a timely manner.
- provide documentation that meets eligibility guidelines, if the student is requesting disability support services.
- follow guidelines established for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids and services.
- meet the University's academic and institutional standards.

Faculty Rights and Responsibilities

- Hybrid and Online courses' resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.
- Access to these courses' resources and materials include the audio, video and text components of courses or communication delivered via existing and emerging technologies. Access includes the audio, video, multimedia and text components of Web sites, electronic chat rooms, e-mail, instructional software, electronic text and print materials. Where access to Web sites not controlled by the instructor or college is required or realistically necessary to completion of a course, the instructor must take steps to ensure that such sites are accessible or provide the same material by other accessible means.
- Access Guidelines including Media Type, Access Challenges and Solutions or Best Practices for these challenges can be found on the Office of Educational Technology Website (*link to come*)

Faculty members have the right to:

- receive in writing from Accessibility Resources notification of a student's need for accommodation.
- contact Accessibility Resources to clarify student requests for accommodations, academic adjustments, and/or auxiliary aids and services.
- decide if an accommodation request meets the academic requirements of the course.
- maintain academic and institutional standards.

Faculty members have the responsibility to:

- provide reasonable accommodations, academic adjustments, and/or auxiliary aids and services in a timely manner.
- meet with students who have provided written notification of their disability via Accessibility Resources and have made a direct request for accommodation to establish the means of providing accommodations, academic adjustments, and/or auxiliary aids and services.
- maintain the confidentiality of information regarding disability issues.

Every instructor should include an official statement in his/her course syllabus.

Sample Syllabus Language

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she are not legally permitted to inquire. Students who require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services, at the Center for Academic Success and Achievement (CASA), to coordinate accommodations and services. CASA is located on the Klauer campus, TSHP West, and can be reached at 575-737-3695.