



## Rights and Responsibilities

The office of Student Accessibility Services collaborates with faculty to provide support to registered students. The following is a list of rights and responsibilities for all involved parties.

### Student Rights

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

- Expect nondiscrimination and equal access to courses, programs, services, activities, and facilities offered through Trinity.
- Receive reasonable and appropriate accommodations in a timely manner from SAS and faculty.
- 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.
- Meet privately with faculty to discuss needed accommodations and any other concerns.
- Appeal decisions regarding accommodations.

### Student Responsibilities

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

- Self-identify as an individual with a disability and provide SAS with appropriate documentation of the disability.
- Follow the set procedures for obtaining reasonable accommodations from SAS and faculty.
- 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).
- 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.
- Notify SAS and faculty immediately when an accommodation is not being provided completely or correctly.
- Notify SAS and faculty when an accommodation is not being used or is no longer needed.
- Adhere to Trinity University's academic and student conduct standards.
- Understand the policies and law regarding students with disabilities.

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### Faculty Rights

*Faculty have the right to:*

- Determine the content of each course and decide how best to instruct students and assess student learning.
- Maintain the academic standards and integrity of the course.
- 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.
- Expect students with disabilities to inform them early in the semester of their accommodation needs in order to provide them.

- 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.
- Be treated respectfully by all students.

## Faculty Responsibilities

*Faculty have the responsibility to:*

- Identify and establish the goals and essential requirements of the course and evaluate students on this basis.
  - Maintain the same standards for students with disabilities as are applied to all other students.
  - 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.
  - Provide and arrange reasonable accommodations in a timely manner to students who present them with an accommodation letter from SAS.
  - Maintain student confidentiality by protecting the student's identity and keeping disability-related information in a protected location.
  - Consult with SAS and the student with a disability if the accommodations requested seem to violate the goals or essential requirements of a course.
  - Understand the policies and laws regarding students with disabilities.
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## SAS Rights

*Student Accessibility Services has the right to:*

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

## SAS Responsibilities

*Student Accessibility Services has the responsibility to:*

- Provide or arrange reasonable accommodations for students in collaboration with the faculty and the student.
- Determine eligibility for reasonable accommodations in a timely manner.
- 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.
- Communicate procedures clearly to the student and faculty.
- Make referrals to Counseling Services, Health Services, and other departments or organizations when appropriate.
- Assist students with disabilities in understanding their strengths and functional limitations and providing them with the skills they need to appropriately advocate for themselves.