



## **Student Disability Services (SDS) Rights and Responsibility of Students, Faculty and SDS**

Johns Hopkins University is committed to providing students with disabilities equitable and inclusive experiences in courses, programs and activities. **Student Disability Services (SDS) is the designated office that approves and coordinates accommodations, working in conjunction with the students, faculty and staff to provide access in a given course.**

### **Students with disabilities have the responsibility to:**

- Meet the school and university's technical, academic, and institutional standards.
- Self-identify and follow Student Disability Services processes for requesting and using accommodations.
- Request accommodations and self-advocate in a timely way.
- Communicate effectively around the use of accommodations, including notifying faculty in a timely way.
- Engage in an interactive process with SDS and their faculty as needed.
- Report concerns or issues with accommodation, ask questions, and request assistance in a timely manner.
- Provide SDS with information needed to coordinate accommodations (ex. course registration information, dates classes are not meeting, information about materials needed in alternate format, etc.).
- Read and respond to all correspondence from Student Disability Services and faculty in a timely manner.
- Abide by the university and school's Honor Code and Code of Conduct.
- Notify Student Disability Services if the approved accommodations require adjustments or are no longer needed.

### **Students with disabilities have the right to:**

- Equal access to courses, programs, services, facilities and activities offered through the university.
- An equal opportunity to learn.
- Reasonable and appropriate accommodations and academic adjustments with the goal of removing barriers.
- Not self-identify if accommodations are not being requested.
- Terminate, and/or request changes to accommodations, auxiliary aids and services, and/or modifications at any time during their enrollment by contacting Student Disability Services.
- Appropriate confidentiality of information concerning their disability as required by federal and state law.
- Respect and courtesy.

### **Student Disability Services (SDS) has the responsibility to:**

- Review and respond to requests for accommodation in a timely manner.
- Provide information about policies and procedures as well as guide the interactive process to support accommodation delivery.
- Coordinate academic adjustments, auxiliary aids, and other reasonable accommodations for students with disabilities approved for accommodations in university sponsored courses, programs and activities.
- Maintain confidentiality of student documentation and disability specific information.

### **Student Health and Well-Being**

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- Act in accordance with federal and state laws that prohibit discrimination on the basis of disability.
- Respond to questions from faculty and students with regard to specific accommodations and how they can be implemented effectively.
- Assist faculty and students with resolution of disability or accommodation-related concerns.
- Support and guide the interactive process, including resolving concerns in a timely way.

**Student Disability Services (SDS) has the right to:**

- Request current, appropriate, and comprehensive documentation, completed by a qualified professional, to support a request for academic adjustments or other reasonable accommodations.
- Determine what is reasonable and appropriate based on the documentation submitted, the interactive conversation, and the academic program requirements.
- Discuss accommodations with faculty or staff on a need-to-know basis in order to provide effective services.
- Release disability information to a third party only with the signed consent of the student.
- Respect and courtesy.

**Faculty have the responsibility to:**

- Ensure that their courses are accessible and appropriate accommodations are provided as requested.
- Provide accommodations when presented with an accommodation letter from Student Disability Services.
- Connect at the student's request to discuss how accommodations will work in their course.
- Consult with SDS before approving any changes or additional accommodations that would not be provided to all students.
- Direct all questions/concerns regarding accommodations for students with disabilities to Student Disability Services.
- Maintain confidentiality around the use of accommodations to the greatest degree possible.
- Act in accordance with federal and state laws that prohibit discrimination on the basis of disability.

**Faculty have the right to:**

- Establish academic and technical standards for their course (in conjunction with their department/school).
- Request that students utilize the designated Student Disability Services process for requesting and using accommodations.
- Consult with SDS to determine what accommodations are reasonable for a given course.
- Consult with SDS and/or the student if concerns arise with the accommodation process.
- Evaluate the academic work of students with disabilities according to the same criteria of evaluation utilized for all other students in the class.
- Respect and courtesy.

If you have questions or concerns, please contact Student Disability Services at your school.

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