

# STUDENT RIGHTS AND RESPONSIBILITIES



## Accessibility Services Offices

To ensure that appropriate accommodations are delivered effectively, your participation is very important. This document outlines the rights and responsibilities for you and the corresponding Accessibility Services Office in your campus to ensure a collaborative partnership.

### Student Rights

As a participant in one of the NMSU Accessibility Services Programs, you have the right to:

- Be treated with dignity and respect.
- Confidentiality and privacy – your personal information, including information about your disability, will be shared only with your written consent.
- Review your file and to request copies of documents in your file that were generated by the University.
- Equal access – a college education is a privilege (not a right), but the University must take measures to ensure that all students have equal access to facilities, events, and learning.
- Due process – if you feel that you have been a victim of discrimination, you may file a formal grievance with the University. Please refer to Grievance Procedures and Guidelines.
- Reasonable accommodations, as evidenced by documentation, including adaptive technologies and equipment.
- Discontinue services and reinstate services as you wish.

### Student Responsibilities

Services cannot be provided without your cooperation. Thus, it is your responsibility to:

- Treat others (fellow students, faculty, and staff) with dignity and respect.
- Self-Identify – It is your responsibility to let us know you have a special need so that we can work with you.
- Self-Advocate – you know your strengths and needs better than anyone else. It is your responsibility to share this information with your accessibility office so that they know how to meet your needs.
- Request Accommodations – provide information about your disability, how it will affect you while you attend college, and identify accommodations that you may need.
- Provide documentation – Through the Accessible Information Management (AIM) system you will submit an application for accommodation and upload a disability verification form that will be completed by your medical professional. OR you can upload documentation from your medical professional that verifies your disability and needs. The documentation must be current and supplemental documentation may be required periodically.
- You must request accommodations through the AIM System for each new semester at one of the accessibility offices.

- If requesting to take less credit hours, you must submit the Credit Hour Adjustment Form before the census date each semester.
- Complete your coursework timely, attend class, pay for courses, submit assignments, and seek support services as needed. Instructors have the ability to administratively withdraw you from a course in which you are not meeting the requirements.
- Keep appointments and maintain communication with your Accessibility Services Office.
- Notify your Accessibility Services Office 5 days prior to an exam so that exam accommodations can be arranged.
- Notify faculty members of accommodation needs by sending out your Faculty Notification letters through the AIM system every semester, discussing the classroom accommodations, and requesting your accommodations each time you need them. Do not assume your professor will automatically provide them.
- After sending accommodation letters, meet individually with each instructor to discuss how your accommodations will be provided in their course. Accommodations cannot be implemented until you have sent an accommodation letter and have met with your instructor. Meet with each instructor during office hours or by appointment, or communicate via phone or email if you are taking an online class.
- Notify your Accessibility Services Office about any changes in your circumstances or needs for modification of accommodations. Students who wish to request additional accommodations may do so at any point by contacting your Accessibility Office and following the interactive process for requesting accommodations.
- Accommodations are not retroactive, so it is important to communicate with your Accessibility Office as soon as possible should you experience changes in your accommodation needs. You can complete an application for additional accommodations through the AIM System. Additional documentation may or may not be required depending on the accommodation being requested and/or the information your Accessibility Office already has on file regarding your disability
- Care for and return equipment borrowed from your Accessibility Services Office.
- Abide by University policies as stated in the Student Code of Conduct.

### **Accessibility Services Office Responsibilities:**

To facilitate a positive learning experience for you, your Accessibility Services Office will:

- Treat all students with dignity and respect.
- Provide information about University policies, procedures, and services.
- Review all requests for accommodations objectively and notify students of the status of their application submitted through the AIM system.
- Help you to access other campus services.
- Facilitate communication between you, faculty members, and staff and mediate disagreements.
- Help you to file formal grievances if disagreements cannot be remedied to your satisfaction.
- Maintain your privacy by securing personal information and sharing information about you only with your permission. Legally, faculty do not have the right to ask you to disclose your diagnosis or the nature of your disability. In some cases, students may have a reason for choosing to share this information, but students are never obligated to do so. You get to determine who

knows you are registered with your Accessibility Office and this information will not appear on your transcript or diploma.

- Maintain communication with you by promptly and effectively responding to requests, phone calls, and correspondence. Questions or concerns regarding confidentiality should be addressed with your Accessibility Office as soon as possible. You may provide written consent for your Accessibility Office to communicate with others on your behalf by completing a release of information through the AIM System.

**Matters not protected or guaranteed by the University or ADA:**

- Accommodations cannot be provided without adequate documentation or information.
- “Personal” services (i.e., tutoring or personal care) are not provided or required of the college or the corresponding Accessibility Services Office.
- Accommodations are meant to provide students with equal access and learning opportunities and do not guarantee success. All students have an ongoing responsibility to demonstrate they are otherwise qualified to participate in the educational activity or program by meeting relevant essential requirements or technical standards.
- This means that you have as much of a right to succeed or fail as any other student on a NMSU campus. The key to succeeding is ensuring that you use the resources available to you and ask for help when needed. In college, students are responsible for identifying when they need assistance, and then proactively seeking out that assistance.

Your signature on this document indicates that you understand the rights, responsibilities, and limitations of our partnership.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accessibility Services Office Representative

\_\_\_\_\_  
Date