



## Rights & Responsibilities Student Disability Services, Students, & Faculty

Johns Hopkins University and the Carey Business School are committed to providing students with disabilities equal access to the exceptional education opportunities and programs. After engaging in an interactive process with students and reviewing all documentation, Student Disability Services (SDS), supported by the Office of Institutional Equity (OIE), works in conjunction with students to determine reasonable accommodations for those eligible.

### **Student Disability Services at Carey Business School have the responsibility to:**

- Provide reasonable academic, physical, and technological accommodations for students in university sponsored courses, programs, and activities.
- Review and respond to requests for accommodation and submitted documentation in a timely manner.
- Maintain confidentiality of student documentation and communications.
- Act in accordance with Federal and State laws that prohibit discrimination on the basis of disability.
- Assist faculty and answer questions with regard to disability specific issues. Help faculty resolve disability related disputes.

### **Student Disability Services at Carey Business School in conjunction with OIE have the right to:**

- Request current, appropriate, and comprehensive documentation, completed by a qualified professional that supports a request for reasonable accommodations/academic adjustments.
- Approve and provide appropriate accommodations based on submitted documentation. (Not all requested accommodations will be approved and some may be modified as deemed appropriate.)
- Discuss specific disability-related information with faculty or staff on a need-to-know basis in order to perform its functions. For example, information may be released to first aid personnel or Public Safety for emergency planning and response.
- Release disability information to a third party with the signed consent of the student.



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

- Self-identify to Student Disability Services and seek classification as a student with a disability by following the SDS procedures for registering for services.
- Terminate, and/or request changes to accommodations, auxiliary aids and services, and/or modifications plans, at any time during their enrollment by contacting Student Disability Services.
- 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 diminishing the effect of a disability on academic functioning.
- Appropriate confidentiality of information concerning their disability as required by federal and state law.
- Respect and courtesy.
- Not self-identify if accommodations are not being requested.

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

- Meet the university's qualifications and essential technical, academic, and institutional standards.
- Advocate for their needs and seek information, address concerns, questions, issues, and assistance as necessary to be effective self-advocates.
- Self-identify and follow all procedures for registration with Student Disability Services for requesting and obtaining reasonable and appropriate accommodations, including submission of appropriate professional documentation, identifying the disability, and detailing the functional limitations caused by the condition.
- Read and respond to all correspondence from Student Disability Services in a timely manner (via JHU email).
- Talk with professors about accommodations. Provide the accommodation letter and any additional documents (i.e. recorded lecture policy) each term to faculty.
- Abide by the university's standards and guidelines for behavior and academic integrity.
- Provide for personal independent living needs or other personal disability-related needs.
- Notify Student Disability Services if the approved accommodations are not working or are no longer needed.



**Faculty have the right to:**

- Establish the academic standards for their courses.
- Consult with Student Disability Services to determine what accommodations are reasonable for a given course. It is therefore the responsibility of an instructor to provide accommodations, as determined by the SDS-provided 'Accommodation Letter', as long as they do not undermine the academic integrity of the course.
- Evaluate the academic work of students with disabilities according to the same criteria of evaluation utilized for all other students in the class.

**Faculty have the responsibility to:**

- Ensure that each course, viewed in its entirety is accessible, e.g. content, texts and materials, assessment method, online instructions, time requirements etc.
- Direct all questions/concerns regarding accommodations for students with disabilities to Student Disability Services.
- Provide accommodations, which are listed on the student's accommodation letter.
- Direct students they suspect have a disability to identify themselves to the Student Disability Services.
- Provide accommodations only after receiving the accommodation letter from Student Disability Services. Accommodations should not be provided without a letter nor should additional accommodations be provided unless the accommodation would be provided to all students in the class.
- Maintain confidentiality.

Note: Student Disability Services was formerly known as Disability Support Services and was formerly changed Fall 2019



carey.jhu.edu

100 International Drive | Baltimore, MD 21202



[carey.jhu.edu](http://carey.jhu.edu)

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