ROLES & RESPONSIBILITIES OF *THE UNIVERSITY*

Accept students with disabilities (SWD) into our programs, assuming they are otherwise qualified.

Ensure our physical space is accessible to all, free from barriers that would prevent SWD from participating or accessing their education.

Put reasonable accommodations in place for SWD to have access to their education in the classroom as well as in all other programs the University offers.

Address and correct any evidence of discrimination against SWD through a clearly published process with offices dedicated to this mission.

ROLES & RESPONSIBILITIES OF *THE DASS OFFICE*

Determine whether a student’s condition(s) reaches the level of a disability and identify accommodations that would mitigate the impact of the disability.

Work with SWD and their faculty on how to put accommodations in place and ensure compliance.

Work with faculty on alternatives, if an accommodation would alter the essential elements of a course.

Provide ongoing support to SWD for referrals, academic counseling, and advocacy skills.

ROLES & RESPONSIBILITIES OF THE *STUDENT WITH A DISABILITY*

Identify him/herself to DASS as a SWD, request reasonable accommodations, and provide supporting documentation for the request(s).

Once approved, share letters of accommodation with his/her faculty members and make arrangements for the requested accommodations for each particular course.

Give adequate notice to faculty of his/her disability-related requests with enough time to implement.

Follow up with DASS in a timely way if there are problems or concerns.

ROLES & RESPONSIBILITIES OF *FACULTY MEMBERS & DEPARTMENTS*

Structure degree programs, courses, materials, and physical space so that SWD can participate equally.

Prepare an organized syllabus, with identified readings and assignments, and share with students as early as possible.

Meet with SWD privately to discuss their accommodation requests. Read the DASS letter, make arrangements for implementing the requested accommodations, and maintain confidentiality at all times.

Maintain academic integrity; do not lower standards for SWD nor expect less from them. Do work with them on ways to fully participate and reach out to DASS if there is a conflict or a concern.

Proctor students with classroom accommodations within the department as much as possible, using departmental support if needed.