



Rights and Responsibilities

Student Accessibility Services, New Mexico State University Carlsbad
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To ensure that appropriate accommodations are delivered effectively, your participation is an important. This document outlines rights and responsibilities for you and the Student Accessibility Services to ensure a collaborative partnership.

Student Accessibility Services Responsibilities:

To facilitate a positive learning experience for you, the Student Accessibility Services will:

- Treat all students with dignity and respect.
- Review all requests for accommodations objectively and notify students of the status of their petition.
- 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.
- Maintain communication with you by promptly and effectively responding to requests, phone calls, and correspondence.

Matters not protected or guaranteed by the University or ADA:

- Accommodations cannot be provided without adequate documentation.
- Accommodations are meant to equalize access and learning opportunities but do not guarantee success.
- "Personal" services (i.e., tutoring or personal care) are not provided nor required of the college or Student Accessibility Services.

Student Rights

As a participant in the Student Accessibility Services Program 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 need for accommodations so that we can assist you.
- Self-Advocate – you know your strengths and needs better than anyone else. It is your responsibility to share this information with people who you work with so that they know how to meet your needs.
- Request Accommodations – provide information about your disability and how it will affect you while you attend college, and identify accommodations that you may need.
- Provide documentation – sign an “Accommodation Request Form For Students With Disabilities” form, which will be completed by your medical professional **or** provide documentation from your medical professional that verifies your disability and needs. Documentation must be current, and supplemental documentation may be required periodically.
- Complete a “Petition for Continuation of Services” for each new semester that accommodations are needed.
- Complete your coursework, attend class, pay for courses, submit assignments, and seek support services as needed.
- Keep appointments and maintain communication with Student Accessibility Services Coordinator.
- Notify the Coordinator of Student Accessibility Services at least 7 days prior to an exam so that accommodations can be arranged.
- Notify faculty members of accommodation needs by distributing Faculty Notification letters, discussing the classroom accommodations, and the Faculty Receipt Form to the Student Accessibility Services Coordinator.
- Notify the Student Accessibility Services Coordinator about any changes in your circumstances or needs for modification of accommodations.
- Care for and return equipment borrowed from the Student Accessibility Services in good condition and in a timely manner.
- Abide by University policies as stated in the Student Code of Conduct.