



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.
- 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 SON-SDS@jhu.edu.