

## **SECTION IV: STUDENT RIGHTS AND RESPONSIBILITIES**

Students registered with DSS are responsible for knowing their disability-related accommodation rights and responsibilities, as identified in this DSS Policies and Procedures Handbook. One of the more important responsibilities for DSS students is making self-disclosures to the classroom instructors. Admittedly, this can be a daunting and difficult task for some students. Yet, students should know that disclosing the disability may also make the professor slightly uncomfortable at first if he or she is unfamiliar with disabilities in general. A face-to-face meeting, however, is a good opportunity to educate the professor and make him or her feel at ease.

Disclosure of disabilities and requests for accommodation are done best by the student, this is called *self-advocacy*. In order to provide privacy, yet facilitate reasonable accommodation compliance, the DSS office provides each registered DSS student a Faculty Accommodation Form (FAF) that helps guide the conversations between students and faculty. Students should make appointments with the faculty, and/or see the faculty outside of the classroom environment to insure a more productive and private discussion. In events when students are uncertain or hesitant to approach faculty, DSS staff will provide guidance and suggestions.

### **Responsibilities**

- Meet with DSS and open a file if accommodations may be needed
- Advise the DSS staff of any disability-related difficulties as early as possible
- Meet qualification and maintain essential institutional standards for courses, programs, services, jobs and activities
- Identify as an individual with a disability when accommodation is needed and to seek information, counsel and assistance as necessary
- Demonstrate and/or document (from an appropriate professional) how the disability limits their participation in courses, programs, services, jobs and activities
- Follow published procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services, or requesting barrier removal
- Take full responsibility for personal services and needs
- Submit accommodation and auxiliary aids requests to the DSS in a timely fashion
- Work in collaboration with the DSS staff to determine reasonable accommodations
- Meet with professors to discuss accommodation needs at the beginning of each semester
- Monitor own progress

### **Rights**

- Full and equal participation in the services and activities of UW-Superior
- Reasonable accommodations, academic adjustments and/or auxiliary aids and services
- To not to have confidential information freely disseminated throughout the campus

### **Tips for Students Working with Faculty:**

- Meet with DSS as early as possible, to discuss eligibility for accommodations, and fill out a Faculty Accommodation Form (FAF)
- Schedule a meeting as early as possible, preferably before the start of the semester. This allows time to work out accommodations and answer any questions
- Present faculty a copy of the Faculty Accommodation Form (FAF)
- Do not go into complete detail about the disability with faculty, but tell the professor about the limitations it causes and how it may affect studying and classroom work

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- Explain any weaknesses caused by the disability. The student should also tell the professor his or her strengths
- Rely on past experiences. Tell the professor what has worked before. For example, if the student has an auditory disability, let the professor know that writing instructions for assignments or tests on a blackboard will help, or if the student has a visual disability, extra large print handouts or overheads will be valuable
- Ask the professor if he or she has any ideas. He or she may have worked with students with the same disability in previous classes to develop accommodations that worked
- Discuss how student work will be evaluated. Clarify whether oral or written work will be evaluated, depending on the disability. Be clear about grading criteria and the type of exams
- Agree on out-of-class work and what is expected of the student
- Check with DSS if the student and the professor are unsure about accommodations
- Reach an agreement that gives both parties a clear understanding of the accommodations that will be provided and the student's responsibilities