



Rights and Responsibilities of Students with Disabilities

As a student with a disability at Howard University, you have a right to:

- The right to choose when and to whom they will disclose their disability.
- Equal access to courses, programs, services, and activities offered by the University.
- Reasonable accommodations and adjustments, when needed, to achieve equal access.
- Decide whether to use the curricular and co-curricular accommodations for which you have been approved.
- Seek resolution to concerns about access or discrimination through the University's procedures for filing informal and formal grievances.
- All other rights and privileges available to other students at the University.

As a student with a disability at Howard University, you have a responsibility to:

- Meet qualifications of, participate in, and maintain the essential institutional standards for courses, programs and activities.
- Self-identify to ODS as a qualified individual with a disability when an accommodation is needed and seek information, counsel, and assistance as needed and in a timely manner.
- Demonstrate and/or provide documentation from an appropriately qualified professional explaining the way the disability limits participation in courses, programs and activities.
- Follow University procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- Inform ODS of any concerns about classroom accommodations, disparate or disparaging treatment related to disability, or access issues on campus as soon as the issue arises.

Rights and Responsibilities of the Office of Student Services/ Disability Support

The Office of Student Services/Disability Support ("ODS") has the right to:

- Identify and establish the essential functions, abilities, skills, knowledge, requirements, and standards for courses, programs, services, and activities, in collaboration with campus partners, and to evaluate students on this basis.
- Request and receive relevant documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services. The documentation must be from a qualified evaluator and meets the guidelines

Office of Student Services, Disability Support

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of appropriate documentation of the University. Suggested recommendation for accommodations must be clearly demonstrated in the evaluation.

- Request outside review of documentation from a qualified evaluator in order to help determine reasonable accommodations.
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the information provided by the student fails to substantiate areas of functional impairment, the documentation provided does not adequately support the requested accommodation, or if you fail to provide appropriate documentation.
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if will alter an essential course requirement or result in a fundamental alteration of a course, program or service, or poses an undue hardship on the University.
- Approve and select reasonable, equitably effective accommodations adjustments, and/or auxiliary aids and services on behalf of the University.

The Office of Student Services/Disability Support has the responsibility to:

- Establish and disseminate criteria for the use of disability services.
- Maintain appropriate confidentiality of student education records in compliance the Family Educational Rights and Privacy Act ("FERPA") and other applicable laws and regulations.
- Determine eligibility for participation of students with disabilities in the academic accommodations process based upon a review of appropriate documentation.
- Ensure students with disabilities who self-identify and meet University criteria for eligibility to receive reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids based upon the individual's need.
- Collaborate with faculty and staff regarding essential course and/or program requirements and appropriate reasonable accommodations.
- Ensure that University courses, programs, services, and activities, when viewed in their entirety, are offered in the most integrated and appropriate settings.
- Inform students with disabilities of University policies and procedures for filing a formal grievance through the Informal ADA Grievance Policy, the Formal Grievance Procedure and/or through external agencies (e.g., Office of Civil Rights).

I have read and understand the above rights and responsibilities.

Signature: _____

Printed Name: _____

HU ID @ _____ Date: _____

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.