



**DDS Rights and Responsibilities at WSSU**  
**Faculty/Students/DDS**

**Faculty Have The Right To:**

**Documentation:**

- Request verification of a student's eligibility for any requested accommodations. Such verification will be in the form of a letter written by DDS and delivered by email directly to you.

**DDS is the only entity designated to review disability documentation and determine eligibility for appropriate accommodations.**

Faculty should **never** view this documentation.

**Accommodations:**

- Expect the student to initiate accommodation requests.  
Students will attempt to speak with the instructor when the accommodation letter is emailed.  
Accommodations become active once email is sent. Accommodations are normally not retroactive.

**Faculty Have The Responsibility To:**

**Accommodations:**

- Identify and establish essential functions, abilities, skills, and knowledge of their courses and evaluate students on this basis. Students with disabilities should meet the same course expectations as their peers.
- Provide accommodations only to students who are registered with DDS. It is NOT your responsibility to provide accommodations to students who are not registered with DDS.
- Use the provided syllabus statement and class announcements to invite students to disclose their needs to DDS. The Syllabus Statement is emailed to Deans and Chairs at least twice a year.
- Act immediately upon getting a student's accommodation letter by contacting DDS (if unsure about request), by providing the service or by meeting with student to discuss the accommodations. There should be no conversation about the disability.
- Work to ensure that all audio-visual materials used in class are accessible (e.g., that videos shown are captioned, that videos shown will be made with auditory description in some way or that written transcripts will be provided, etc.)

**Confidentiality:**

- Treat and protect all disability-related information as confidential medical information. For example, keep printed items, emails regarding student disability-related information in a protected location. These should be destroyed at the end of the semester.
- Please do not make mention of any accommodations in front of the class. This should be a private conversation with the individual. Think of it as your doctor communicating with you about his thoughts concerning your last visit in the hallway of a store.

**Communication:**

- Clearly communicate your testing procedures with the student and DDS via email.
- Consult with the student and/or DDS if there are concerns about providing appropriate accommodations.
- **PLEASE NOTE:** Faculty do NOT have the right to ask students if they have a disability. For those students with documented disabilities, faculty do NOT have the right to ask about the nature of the disability. However, if students choose to disclose their disability, this information should be treated confidentially. Students are strongly encouraged NOT to disclose this information.

**Students Have The Right To:**

**Confidentiality:**

- Expect all disability-related information to be treated confidentially.

**Accommodations:**

- Receive appropriate accommodations in a timely manner from faculty or DDS. Students should have the opportunity to meet privately with faculty to discuss needed accommodations and any other concerns. Please keep in mind that DDS is the only office designated to review disability documentation and determine eligibility for appropriate accommodations.
- Appeal decisions regarding accommodations and/or auxiliary aids.

**Students Have The Responsibility To:****Documentation:**

- Provide DDS with appropriate documentation of the disability.

**Confidentiality:**

- Go to the instructor's office hours or make an appointment with the instructor to facilitate privacy when requesting accommodations.

**Accommodations:**

- Initiate requests for specific accommodations in a timely manner, preferably early in the semester.
- Follow procedures with faculty and DDS in order to get the appropriate accommodations.
- Inform DDS of the materials you need in alternate format as soon as possible.
- Notify faculty/DDS immediately when an accommodation is not being provided completely or correctly.
- Notify faculty/DDS immediately when a decision has been made to not use an accommodation or the accommodation is no longer needed.
- Provide for their own personal independent living needs or other personal disability-related needs. For example, coordinating services of personal care attendants or acquiring homework assistance are student responsibilities and are not the responsibilities of DDS.

**Communication:**

- Act as your own advocate. Work with DDS on developing advocacy skills and communicating your specific needs and accommodations to faculty.

**DDS Rights:****Documentation:**

- Receive the appropriate documentation from the student prior to the services initiation.

**Accommodations:**

- Expect students and faculty to work cooperatively with DDS to facilitate academic accommodations.
- Deny unreasonable academic accommodations, adjustments, and/or auxiliary services. Accommodations must not impose undue hardship to, or fundamentally alter, a program or activity of the university.
- Deny academic accommodations/services if appropriate documentation has not been provided.

**DDS Responsibilities:****Documentation:**

- Collect, evaluate, securely house disability documentation and determine eligibility for services.

**Confidentiality:**

- Treat and protect all disability-related information as confidential medical information.
- Meet with the student privately in an accessible location to discuss disability-related needs.

**Accommodations:**

- Administer exams as directed in a secure and monitored environment when all other options have been explored.
- Provide appropriate accommodations in collaboration with the instructor and student.
- Provide print materials in accessible format once the faculty member and student identifies them.

**Communication:**

- Communicate procedures clearly to the student and the faculty.

**Advocacy:**

- Assist students with disabilities in understanding their strengths and functional limitations. Provide them with the skills to become self-advocate.