Rights and Responsibilities of Students, Faculty, and Student Disability Services

Johns Hopkins University and the Johns Hopkins School of Medicine are committed to providing students with disabilities equal access to education opportunities and programs. **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 Responsibilities

* 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.
* Provide letters of accommodation to pre-clinical staff at the beginning of the academic year or as soon as accommodations are acquired. **At least 5 business days’ notice** is required for any testing or location accommodation to be honored.
* Provide letters of accommodation to clinical directors and clinical coordinators **at least 30 days prior to the start of each rotation**. If you choose to not utilize any/all your accommodations, please let the CD/CC know ASAP.\*
* If accommodated with flexibility on attendance, the student is responsible for any make-up assignments and/or completing make up hours in the clinical setting.
* If accommodated with the ability to leave clinical when symptoms are exacerbated or with flexibility on attendance, the student is responsible for informing their clinical director when stepping away so that patient care is not interrupted and/or all clinical hours and experiences are completed.
* Abide by the university and school’s Honor Code and Code of Conduct.

# Students with Disabilities Rights

* 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
* Self-identify for certain clinical rotations. Keep in mind that not all accommodations can be provided once a rotation has begun (ice: location/travel distance, extended time on NBME exams, use of/ordering of specialize equipment, specific technologies, etc.). It would be beneficial for accommodation letters be provided to clinical directors and coordinators even if a student does not intend to use all/some approved accommodations. In these cases, the CDs/CCs will not provide letters to clinical staff.
* Not self-identify if accommodations are not being requested.
* \*To opt out/decline of using any or all their accommodations. If a student opts out, they must contact their disability coordinator to document and initiate the process. Retroactive grade change will not be granted due to declining use of disclosed, approved accommodations.
* Respect and courtesy.

# Student Disability Services Responsibilities

* 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 Rights

* 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 Responsibilities

* Ensure that each course, viewed in its entirety, is accessible when possible (ie: content, text and materials, assessment method, online instructions, time requirements, etc.)
* Direct all questions/concerns regarding accommodations for student with disabilities to Student Disability Services.
* Provide accommodations listed on the student’s accommodation letter. Faculty members cannot

request the reason for an accommodation from the student or Disability Services.

* Provide accommodations only after receiving the accommodation letter from Student Disability Services. Accommodations should not be provided without a letter; nor should additional accommodations be provided unless the accommodation is provided to all students in the class.
* Anytime a student contacts you and wishes to opt out/decline use of classroom, testing, or clinical accommodations, the SDS coordinator should be notified of this request.
* If a student is accommodated with flexibility on attendance, the faculty may provide the student with a make-up assignment and/or schedule make-up hours in the clinical setting to the extent that the student is able to meet learning objectives/competencies for a particular course.
* Maintain confidentiality. Please do not use student names in emails (initials only).
* Provide any guest lecturers/faculty information about those students in your teaching section that require accommodations.
* Act in accordance with federal and state laws that prohibit discrimination on the basis of disability.

# Faculty have the right to:

* 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 any questions or concerns, please contact Student Disability Services SOM-SDS@jhmi.edu

**Accommodation Implementation Guide for Student/Faculty/Staff**

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| **Class****Year** | **SDS Responsibility** | **Student****Responsibility** | **Coordinator****Responsibility** | **Director Responsibility** |
| **Year 1****Year 2** | * Meet with the student and write the letter. Explain to the student what their responsibilities are in providing their letter to the appropriate personnel.
* Check in with student if faculty/staff have concerns about the student and use of accommodations.
	+ Be available to work with coordinators and directors when questions arise about accommodations or specific students
 | * Send accommodation letter through AIM portal. This will go directly to course directors and coordinators.
* Send letter directly to SIM Center if you have these accommodations.
* Continued communication with SDS if there are any changes needed in accommodations.
 | * Check email for accommodation letter through AIM portal
* Use the AIM portal for further info about accommodation needs, when necessary
* Coordinate with exam schedulers the appropriate room and timing needs
 | * Check email for accommodation letter sent through AIM portal
* Use the AIM portal for further info about accommodation needs, when necessary
* Provide information to any faculty or guest lecturer/small group facilitator about the

student’s accommodationneeds.* Check with the student directly if there are questions about how to implement the accommodations.
* Email SDS coordinator if there are any concerns about the accommodation implementation.
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| **Year 3****Year 4** | **At least 30 days prior to next rotation or as soon as new accommodations are granted:*** Send letter through AIM portal to directors and coordinators and all personnel listed on letter who need to know about the accommodations (SIM)
* Schedule a meeting with prior to rotations to clinical directors to ensure they are aware of unique clinical accommodations.
* Continued communication with SDS if there are any changes needed in accommodations.
 | * Check email for accommodation letter through AIM portal
* Use the AIM portal for further info about accommodation needs, when necessary
* Coordinate with exam schedulers the appropriate room and timing needs.
* Coordinate proctors and computer use as needed
 | * Check email for accommodation letter through AIM portal
* Use the AIM portal for further info about accommodation needs, when necessary
* It is recommended that a meeting be held with the student, CCD, CCC, and SDS before rotation to discuss how accommodations can be implemented in each rotation.
* Provide information to any faculty or guest lecturer/small group facilitator about the

student’s accommodationneeds.* Provide accommodation information to clinical staff (as needed)
* Check with the student directly if there are questions about how to implement the accommodations.
* Email SDS coordinator if there are any concerns about the accommodation implementation**.**
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