



RIGHTS AND RESPONSIBILITIES OF THE COLLEGE OF SOUTHERN MARYLAND 2016-2017

The **College of Southern Maryland** recognizes that its basic responsibility is to do the following:

1. Identify and maintain the academic and technical standards that are fundamental to providing a quality academic program, while ensuring the rights of individuals with disabilities.
2. The **College of Southern Maryland** has the right to identify and establish the abilities, skills, and knowledge necessary for success in its programs and courses and to evaluate applicants and students on this basis.
3. The **College of Southern Maryland** is responsible for ensuring that its recruitment information and activities are available in accessible format and facilities for all students.
4. The **College of Southern Maryland** must evaluate applicants solely on their abilities and ensure that an evaluation method or criterion does not unfairly discriminate against an applicant with a disability. If this should occur, the college will then provide reasonable alternatives.
5. The **College of Southern Maryland** must select and administer tests used to evaluate students to ensure that test results accurately reflect aptitudes or competencies and do not discriminate against an individual with a disability. Tests designed to measure specific skills related to fundamental essential course goals are allowable, even when the disability impacts those skills.
6. The **College of Southern Maryland** has the right to identify and establish the skills and knowledge that are fundamental to academic programs and courses, and to evaluate each student's performance against these standards. Fundamental program and course standards are not subject to modification.

7. The **College of Southern Maryland** determines when it is appropriate to adjust, substitute, or waive any academic requirement that unfairly discriminates against a student with a disability and that is not essential to the integrity of the student's academic program.
8. The **College of Southern Maryland** is responsible for making reasonable accommodations for students with disabilities in the delivery, instructional method, and evaluation system of a course.
9. The **College of Southern Maryland** must ensure that all programs, including, but not limited to, academic offerings, transportation, student organizations, counseling, and career services, are accessible and usable.
10. The **College of Southern Maryland** has the right to request documentation as proof of a disability. The documentation must support the request for accommodations. The college has a right to deny a request if the documentation demonstrates that no accommodations are necessary, or if the individual fails to provide requested documentation.
11. The **College of Southern Maryland** has the right to refuse any unreasonable accommodations or one that poses undue hardship on the college.
12. The **College of Southern Maryland** has the right to select and recommend accommodations that are equally effective for individuals with disabilities.
13. The **College of Southern Maryland** has the responsibility of informing employees, applicants, and students about the availability of auxiliary aids and the types of possible accommodations available, as well as the procedures for requesting them.
14. If a request is denied, the **College of Southern Maryland** has the responsibility to inform the individual of his or her right to appeal the decision and the procedures for initiating an appeal.

I have read and understand the above rights and responsibilities.

Signature:

Date:

Parent/Guardian Signature if student is under 18:

Date: