

## Student Rights and Responsibilities

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Disability Services (DS) recognizes that disability reflects diverse characteristics and experiences. DS also understands disability as an aspect of diversity, integral to society and the university experience. To that end, Disability Services strives to promote the full participation of people with disabilities in all areas of university life. We collaborate with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. DS is committed to upholding the legal, ethical, and philosophical principles of Section 504 of the Rehabilitation act of 1973, the 1990 Americans with Disabilities Act (ADA) and the ADA Amendments Acts of 2008 (ADAA).

### Rights

As a student with a disability at George Mason University, you have the right to:

- Reasonable and effective accommodations determined through an interactive process.
- Equitable access to educational and co-curricular programs, services, jobs, activities, and facilities available through the university.
- Be treated with respect and dignity, and receive equitable and fair treatment.
- Confidentiality in all matters of your documentation and educational record.
- Information reasonably available in accessible formats.
- A grievance process either through an informal or formal process. Please visit [ds.gmu.edu/grievances](https://ds.gmu.edu/grievances) for more information.

### Responsibilities

As a student with a disability at George Mason University:

- I understand that it is my responsibility to initiate services with DS.
- I will provide appropriate documentation of my disability to DS, if needed.
- I understand that I can request accommodations at any point during my time as a student at George Mason University.
- I am responsible for working in collaboration with DS to determine reasonable accommodations.
- I am responsible for advocating for myself and monitoring my own progress.
- I will alert DS if I need help with accommodation-related concerns as soon as possible.
- I understand that it is solely my responsibility to request my Academic Accommodation Letters (AAL) each semester in a timely manner to ensure that they are in place as soon as possible. I will contact DS by email, in person, or by phone to request my AAL's. I understand that it may take 3-5 business days to receive my AAL's.

If you have questions regarding this form or the Disability Services process, please call our office at 703.993.2474 or email [ods@gmu.edu](mailto:ods@gmu.edu). Thank you for your assistance.

- I acknowledge that it is my responsibility to give my Academic Accommodation Letters to my instructors each semester. I understand that giving my Academic Accommodation Letters to my instructors activates my accommodations each semester.
- I understand accommodations are not retroactive (i.e., do not apply to past assignments/ tests/courses).
- I understand that some accommodations (e.g., extended time on tests) may require additional time for my instructors to plan for and implement.
- I will keep my documentation, contact, and disclosure information up to date with DS, as necessary.
- I acknowledge that in order to use Disability Services Testing Center, I must follow all testing policies and procedures. Please visit Disability Services Testing Center <https://ds.gmu.edu/testing-center/> for additional information.
- I acknowledge that DS staff members can provide me with information regarding additional academic support resources available on campus.
- I agree to let DS know if I need textbooks or other printed material enlarged or otherwise formatted. I understand DS recommends this take place at least four weeks prior to the first day of classes of each semester. I agree to provide copies of my syllabi to the Assistive Technology Initiative, if needed, to assist in this process.

I understand my rights and responsibilities as a student with a disability at George Mason University. I was informed of the services, activities, and programs offered by Disability Services. I understand the processes explained to me by Disability Services staff.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: 703-993-2474; Fax: 703-993-4306 | Email: [ods@gmu.edu](mailto:ods@gmu.edu) | Website: <http://ds.gmu.edu>