

RIGHTS AND RESPONSIBILITIES
OF DISABLED STUDENTS AND PIMA COMMUNITY COLLEGE

Every otherwise qualified student with a disability has the right to:

1. Equal access to educational and student programs, services, jobs, activities and facilities throughout the College.
2. Reasonable and effective accommodations, academic adjustments and/or auxiliary aids and services, as determined on a case-by-case basis.
3. Appropriate confidentiality regarding information pertaining to disability, including disability disclosure, except as permitted or required by law.
4. Information reasonably available in accessible formats.
5. Utilize, without retaliation, the specific grievance procedure (SPG 1501-AG) (Disabled Students' Complaint Procedure) if the student believes that the College is not providing the appropriate accommodation, academic adjustment, and/or appropriate auxiliary aid and services.
6. Utilize, without retaliation, complaint processes and investigative procedures available at the Arizona Civil Rights Division of the Attorney General's Office (www.azag.gov/civil_rights), the Office of Civil Rights at the United States Department of Education (www.ed.gov), or the United States Department of Justice (www.ada.gov).

Every qualified student with disabilities has the responsibility to:

1. Meet the College's qualifications, including essential academic and code of conduct standards.
2. Provide the College with a signed "Authorization to Release Confidential Information" form, authorizing the College and the DSR office to receive disability documentation, and/or share information with College faculty, staff, or any other indicated agencies or persons, including diagnosing professionals themselves.
3. Identify as an individual with a disability and request accommodation in a **timely** manner. This includes the student's responsibility to advise his/her instructor regarding approved accommodations, and may also include the responsibility to make special arrangements with the instructor.

4. Provide documentation from appropriate professional sources verifying the nature of the student's disability, functional limitations, and the rationale for specific accommodations being recommended.
5. Follow the specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids, as outlined in SPG 1501-AD (ADA & Reasonable Accommodation Guidelines for Students).

Pima College has the right to:

1. Maintain the College's academic and code of conduct standards.
2. Request qualifying disability documentation in order to verify eligibility for disability accommodations, academic adjustments, and/or auxiliary aids.
3. Discuss the student's eligibility with diagnosing professionals given a signed consent from the student.
4. Confirm disability status and request and receive current, relevant documentation that supports requests for accommodations, academic adjustments and/or auxiliary aids.
5. Select from among equally effective/appropriate accommodations, adjustments and/or auxiliary aids in consultation with the student.
6. Deny requests for accommodations, academic adjustments, and/or auxiliary aids when (1) disability documentation does not identify a specific disability, or (2) despite ongoing dialogue, including one or more requests that the student submit missing documentation, a student is unable to present documentation to verify the need for the requested services(s).
7. Deny requests for accommodations, adjustment, and/or auxiliary aids that are inappropriate or unreasonable based on disability documentation, including any that:
 - Pose a direct threat to the health and safety of the student or others that cannot be adequately reduced or eliminated by reasonable accommodation.
 - Constitute a fundamental change or alteration of an essential course element/program standard; or
 - Pose undue financial or administrative burden on the College.

Pima College has the responsibility to:

1. Provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids.
2. Provide information to students with disabilities in accessible formats upon request.
3. Give primary consideration to the specific type of auxiliary aid or service requested by a student.
4. Ensure that courses, programs, services, jobs, activities and facilities, when viewed in their entirety, are accessible to and usable by students in the most integrated setting appropriate to the needs of the individual student.
5. Maintain appropriate confidentiality of records and communication except where permitted or required by law.
6. Not retaliate against, coerce, intimidate, threaten or interfere with any student for exercising these rights.