Providing equal educational opportunity for students with disabilities is an important and shared responsibility at MSU Denver. Faculty play an important role in the accommodation process and need to adhere to the following rights and responsibilities.

**Rights:**

- to request and receive from students who are requesting academic accommodations an ADA Accommodation Notification Letter from the Access Center that supports requests for reasonable accommodations, academic adjustments, and/or auxiliary services;
- to contact the Access Center to clarify and discuss implementation of approved academic accommodations;
- to consult with the Access Center concerning a particular accommodation if that accommodation would fundamentally alter the academic integrity of the course or program; Faculty are reminded that they cannot deny providing any accommodation with prior consultation and approval from the Access Center Director;
- to hold all students to the same academic standards set by the college department or program; select among effective reasonable accommodations, academic adjustments, and/or auxiliary services;

**Responsibilities:**

- to refer students to the Access Center who have self-disclosed their disability and are requesting academic accommodations in your class;
- to ensure that approved students receive in-class academic accommodations as indicated on their ADA Accommodation Notification Letter;
- to assist in providing information to students with disabilities in accessible formats including all web or non-web based instructional materials (e.g., electronic or non-electronic handouts, etc.);
- not to approach or ask a student about a suspected disability, discuss disability-related accommodations, or suggest that s/he see the Access Center unless the student introduces the topic of disability and accommodation;
- to meet with a student privately to discuss disability related matters. You are required to treat all disability-related information as highly confidential and
only discuss information, as appropriate, with other University administrative personnel;

• to include the ADA statements below in all of your course syllabi;

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Plaza Building, Suite 122, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your ADA Accommodation Notification Letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your ADA Accommodation Notification Letter.) Once I am in receipt of your official Access Center ADA Accommodation Notification Letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website www.msudenver.edu/access.

Resources:

• For assistance with general web page design, including an accessible MSU Denver web page template please contact:
  Office of Marketing and Communications, (303) 556-2957
  http://www.msudenver.edu/marcom/communications/

• For assistance or questions related to accessible course design and development, including media production, instructional design, and general consultation, please contact:
  Educational Technology Center, (303) 556-3600
  http://www.msudenver.edu/etc/

• For assistance or questions related to accommodating students with disabilities, please contact:
  Access Center, (303) 556-8387
  http://www.msudenver.edu/access/