



Office for Student Access Services (**SAS**)

Phone: 575-835-6451

<https://nmt.edu/student-access-services.php>  
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## **Rights and Responsibilities of Students:**

### **YOUR EDUCATION IS YOUR RESPONSIBILITY**

In addition to notifying and documenting the need for accommodation(s), students with disabilities also have the following rights and responsibilities.

- Equal access to all programs at each institution.
- Disability-related records will be used to determine appropriate services and will be maintained separately from academic records.
- Students initiate all requests for services and/or accommodations to the appropriate office at their institutions. The Office for Student Access Services at New Mexico Tech.
- Students need to give institutions advance notice of needed accommodation(s).
- Students will need to meet with the disability services program for an intake appointment and discussion about the nature and impact of their disabilities.
- Submission of documentation is not the same as the request for services; these are two different steps in the process of determination and provision of appropriate accommodations.
- Generally, an Individualized Education Plan, 504 Plan or General Education Initiative from a secondary school does not provide thorough enough information for the documentation of disability and needed accommodations.
- Student accommodations do not relieve the student from attending class unless absences are indicated in the documentation of the disability.

### **Rights and responsibilities of the Institution and Disability Services**

- The institution reserves the right to determine the appropriateness of submitted documentation and requests for accommodation(s) on a case-by case basis, using the professional judgment of the Office for Student Access Services staff.
- Additional information may be requested to determine eligibility for services.
- Relevant information regarding the student's disability may be shared with those who have a legitimate educational interest.