



UNIVERSITY of HAWAII*
HAWAII
COMMUNITY COLLEGE

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

Hawai'i Community College
Hā'awi Kōkua Center
Phone: 934-2825
Email: hawccds@hawaii.edu

- ◆ I have the responsibility to self-identify having a disability and express my need for accommodations in a timely manner and will provide documentation of my disability to the Hā'awi Kōkua – Disability Services office from an appropriate professional.
- ◆ I have a responsibility to demonstrate or document how my disability affects a particular delivery system, instructional method, or evaluation criteria when requesting an accommodation.
- ◆ I have a responsibility to actively obtain, arrange, and participate in the search for accommodations and auxiliary aids. This responsibility extends to working with the institution to seek financial assistance from government agencies and private sources.
- ◆ I have the same obligations as any other student to meet and maintain the institution's academic and technical standards.
- ◆ I have a right to be evaluated based on my abilities, not my disability. If my disability affects the outcome of an evaluation method, I am entitled to an evaluation by alternative means.
- ◆ I am entitled to an equal opportunity to learn. If the location, delivery system, or instructional methodology limits my access, participation in, or ability to benefit, I have a right to reasonable accommodations in those aspects of the source (or program) to accommodate my disability.
- ◆ I have a right to appeal the institution's decision concerning accommodations. First internally, by filing a petition with the Vice Chancellor for Student Affairs, Dorinna Cortez via email at dorinna@hawaii.edu or phone at 934-2509. Then by filing a complaint with the regional Office of Civil Rights or through the Civil Court System.

SUPPLEMENTAL AGREEMENT FOR STUDENTS WITH DISABILITIES

As a Hawai'i Community College student receiving accommodations I acknowledge:

- ◆ To make time requests for testing accommodations at least 5 days prior to scheduled exam. If I do not submit my request in a timely manner, I understand that I may not receive testing accommodations.
- ◆ To make timely requests for accommodations (i.e. testing, workshops, events, or additional instruction) in the time specified (testing – 5 days, all other accommodations 14 days) to the Hā'awi Kōkua –Disability Services Program. I understand that all requests are not automatically granted and will not be implemented unless you have received a notification from the Hā'awi Kōkua –Disability Services Program.

- ◆ To attend classes regularly and discuss absences of 2 or more consecutive days with the Hā'awi Kōkua Program Counselor. Attaining any notes or other instructional materials provided during my absence is not the responsibility of the Hā'awi Kōkua –Disability Services Program unless prior arrangements have been made.
- ◆ Not to duplicate and release any audio, visual, text files or any other materials received as part of my accommodation from any of my classes.
- ◆ That the Hā'awi Kōkua – Disability Services Program has authorization to electronically send my accommodation letters to my instructors each semester. I understand that I can revoke this authorization at any time by submitting a written request to the Hā'awi Kōkua – Disability Services Program office

I have read/listened to this agreement, understand it and will fulfill the responsibilities listed. I understand that the Hā'awi Kōkua – Disability Services Program reserves the right to modify disability related services if I misuse or abuse the guidelines set forth in this agreement and that services which may be provided by Hawai'i Community College are dependent on my fulfillment of my responsibilities.