

STATEMENT OF STUDENT RESPONSIBILITY

You and we are a learning team and thus share responsibility for your education. We are committed to providing you the program, curriculum, and assistance that you need to succeed while you are here at the Army Management Staff College. You are responsible not only for preparing for class, studying, writing papers, preparing for briefings, taking exams, and completing assignments on time but also for knowing AMSC regulations and program requirements for the SBLM Program. Please read the *Academic Guide*, and be prepared by knowing the regulations and requirements outlined in this book.

We are also committed to creating and sustaining a learning community that facilitates not only academic development but also the personal development of its members. Fundamental to this commitment is the expectation that the individual members of this community will:

Be honest.

Demonstrate respect for self.

Demonstrate respect for others.

Demonstrate respect for the principles stated as Army Values, FM 22-100.

Demonstrate respect for the law.

Demonstrate respect for Army and AMSC policies, and understand the administration and processes for changing them.

We want to guarantee each student's right to learn while protecting the fundamental rights of all. The concept of rights and freedoms carries with it corresponding responsibilities for which students are accountable. It is the responsibility of all students to know and abide by the regulations and policies that govern the AMSC and the SBLM Program.

Information for Students with Disabilities

A central selection board makes selection decisions to the SBLM Program without regard to disabilities. If you have a disability, we will make every effort to accommodate your needs by using the services available through Fort Belvoir, the Army, and the Department of Defense. But, we must know you have a need for accommodations.

Eligibility:

Any student who presents documentation that indicates he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having impairment is eligible for service.

Documentation Required:

Students with disabilities interested in receiving accommodations should present supporting documentation of their disability to the AMSC Registrar. Accommodations are made on an individual basis and are based on documented need.

Students with physical, medical, or psychological disabilities may be required to present documentation from physicians, psychiatrists, or other persons and agencies qualified to make a diagnosis of the disability. The Registrar will work with the SBLM Department Chairs to ensure that the requested accommodation is carried through to the faculty and curriculum delivery team.

Accommodations

Wide ranges of accommodations are available to students based on their request. We work closely with Fort Belvoir and the Army to provide the accommodation on a case-by-case basis.

As a student with a disability, you have certain rights by law as summarized below:

- Appropriate accommodations according to your documented need.
- Equal access to an education.
- Equal and fair treatment.
- Confidentiality.

In order to receive services from the AMSC, it is your responsibility to:

- Request services in a timely manner. As soon as you receive notification that you are selected to attend AMSC, please let us know what accommodations you need. IT IS CRITICAL THAT YOU IDENTIFY ALL YOUR ACCOMMODATION NEEDS BEFORE THE PROGRAM BEGINS. At the very latest, we should know your need for accommodation 4 weeks before the Program begins.
- Identify your disability status to persons from whom you desire accommodations. You may contact the AMSC Registrar directly by

telephone at (703) 805-4756 or DSN 655-4756. You may email the Registrar at turnerj@amsc.belvoir.army.mil

- Provide the Registrar with appropriate documentation for the accommodation requested.
- Maintain an updated address with the Registrar's Office.
- Be your own advocate.

Support Services

AMSC does not offer a structured program for students with specific disabilities; however, a variety of services can be coordinated with Fort Belvoir and the local area. So that we are able to do the appropriate coordination, please notify the AMSC Registrar as soon as possible about your need for accommodation.

Questions

May be addressed to:

Registrar

Ms. Jane Turner

703-805-4756

jane.turner@amsc.belvoir.army.mil