

# Disability related academic accommodations

# Provost's 504 Memo

Email sent through RIT Message Center before fall term; posted on Provost's site in "Administrative Policies" area:

- "It is every faculty member's responsibility to become familiar with the law and to provide reasonable accommodations"
- "... *faculty will receive* a Disability Services Agreement from the Disability Services Office that lists their accommodations."

## 504 Memo continued...

- “Faculty must provide *all applicable accommodations* listed in a student’s Disability Services Agreement as requested by the student.”
- “If a student requires accommodations not listed in the Disability Services Agreement, or determines that a currently listed accommodation is no longer necessary, the student must seek a revision to the Disability Services Agreement.”

# Procedure for delivery of DSA

- Current Policy: DSO emails *instructor of record* DSA as attachment; student is copied. Emails sent:
  - During the week before term starts
  - During and after drop/add
  - Throughout term as needed due to rolling registration with DSO and/or changes to accommodations

# Text of DSA email

Hello (instructor name),

Our records show that (student) is enrolled in your class, (specific class) for the 2014-15 Fall term. Due to a disability or medical condition, student MAY REQUIRE one or more accommodations as outlined in the attached Disability Service Agreement.

YOU ARE REQUIRED TO **REVIEW this agreement** and **DISCUSS with student** the logistics of how to use the listed accommodation(s) in your course. Student has been encouraged by us to have this conversation with you.

\*YOU ARE REQUIRED USE the following link to **acknowledge that you have received this information**, even if the student has dropped/withdrawn from your class or the accommodation is not needed:\*

<https://eservices.rit.edu/dso/instructor/welcome.do?ddk=52892>

\*If you have any questions or concerns, feel free to contact the Disability Services Office\* at [SA-DisabilityServicesOffice@rit.edu](mailto:SA-DisabilityServicesOffice@rit.edu) or 585-475-6988.

# Acknowledgment of receipt of DSA

From the text of the email: “YOU ARE REQUIRED USE the following link to acknowledge that you have received this information, even if the student has dropped/withdrawn from your class or the accommodation is not needed:”

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# Acknowledgment of receipt of DSA

(continued)

- Access unique link in each email message
- Acknowledge upon receipt of email message
- Do this for all DSAs received, even if student:
  - drops/withdraws from class
  - says they don't need accommodations listed
- This fall: DSO will send faculty one reminder; names will then be sent to Assistant Dean and college liaison; then to Provost's office

Faculty ARE REQUIRED TO REVIEW the DSA  
and DISCUSS with student the logistics of  
how to use the accommodations

- Read and take note of accommodations in the attached DSA
- Develop a system for storage and management of information
- Develop a procedure for when/how to discuss accommodations with student
- Prepare for conversation with student: gather thoughts on logistics of how to make accommodations available



Faculty ARE REQUIRED TO REVIEW the DSA and **DISCUSS with student** the logistics of how to use the accommodations

Student and faculty need to discuss plan for how accommodations will be utilized

- some students are experienced self-advocates and will initiate conversation
- if student does not initiate, faculty should take responsibility to ensure that this communication occurs

→ Nice solution: Faculty can forward DSA email to student and write “I received this information about you; please contact me to discuss.”

# Faculty/student discussion points

- Accommodations listed in DSA –applicability and logistics
- Other course information that will be of benefit to student, including:
  - Syllabus, tests, texts, etc
  - How class will be conducted
- Talk to the student, get to know them a little bit, invite them to engage

# Fall numbers as of noon on Wed Sept 10

- Number of instructors that received DSAs: 1090
- Number of instructors that have acknowledged receipt of all DSAs sent to them without follow-up reminder: 588
- Unassisted rate of return: 54%
- Number of DSAs sent : 4,111

# Resources available to faculty and staff

- Disability Services Office
- DSO liaison in each college
  - <http://www.rit.edu/studentaffairs/disabilityservices/staff.php>

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