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USE the following link to acknowledge that you have received this information, even if the student has dropped/withdrawn from your class or the accommodation is not needed:*  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USE the following link to acknowledge that you have received this information, even if the student has dropped/withdrawn from your class or the accommodation is not needed:”

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