RIT Disability Services Office

New Faculty Orientation
January 2020

Agenda
- General DSO information
- Request process for students
- Faculty notification
- DSO test center information
- Questions
General Information:

To ensure students are not discriminated against due to a disability

- About 1400 students
- Disabilities and medical conditions that “impact a major life function”
- Adjustments and modifications across the living and learning environment

Adjustment request process for students

1. Submit request form
2. Submit documentation
3. DSO will review request and communicate determination
Faculty notification of academic adjustments

DSO will email *instructor of record* the DSA as attachment; student is copied

- Sent week before term starts, during and after drop/add and throughout term as needed
- Faculty Must:
  - Acknowledge receipt of message using the unique link in the email
  - Review attached “DSA”
  - Discuss adjustments with student

Common Academic Adjustments:

- Extended time on tests / use of test center in DSO
- Use of monitored computer to type test answers
- Ability to use computer in class to take notes

Unique Academic Adjustments:

- Extended time for assignments
- Flexibility in attendance

*These require more detailed conversations with your student; ask DSO for assistance as needed*
Deaf / HoH students enrolled through NTID

Communication needs are met through NTID – interpreting, real time captioning, note-taking
- You *will not* get a DSA regarding these services

Deaf / HoH students with additional disabilities may have DSA with adjustments

DSO Test Center
- 28 seats - includes 12 computers
- Faculty provides tests; hard copies using test envelope or by email:
  → Email to office acct: dsotest@rit.edu
  → Include “test center info sheet” available on our website

Final exam week requires additional processes – these will be communicated in advance.
Just FYI......

There will be changes in Fall term 2020, when DSO starts using a new database.

We will provide communications and training.

Questions?

DSA and general inquiries: 585-475-2023
Test Center: 585-475-5358
SAU (bldg. 4) room 1150
www.rit.edu/dso