Information for new faculty
August 2019

RIT Disability Services Office

Agenda
- General DSO information
- Adjustment request process for students
- Faculty notification of academic adjustments
- DSO test center information
- Questions

DSO location and web presence
- SAU room 1150 in the RITreat; across the hall from the dining area of the Brick City cafeteria
- www.rit.edu/dso
General DSO Information
- Purpose of office: to ensure student is not discriminated against due to disability
- Each college has a disability liaison; see “About Us” on website
- # of students currently registered: ~1200
- Types of disabilities
  - Learning disabilities, attention deficit disorders
  - Autism spectrum
  - Vision, hearing
  - Medical, mental health conditions
- Types of adjustments
  - Academic, housing, dietary, transportation

Adjustment request process for students
1. Submit request form
2. Submit documentation
3. DSO will review request and communicate determination
   → “What does the student require here at RIT in order to have ‘equal access’?”

Referring students to DSO
- Send to website
- Send to office
- Please do not advise students on what adjustments they can/will receive
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 directives:
  - Acknowledge receipt of message
  - 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
- Ability to audio record lectures

Addressing unique adjustments

Such as:
- Extended time for assignments
- Flexibility in attendance

These require more detailed conversations with your student; ask DSO for assistance as needed
Deaf / Hard of Hearing 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 are "not offered" extended test time due to their hearing loss

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

DSO Test Center
- 28 seats; includes 12 computer stations; 4 private rooms
- Faculty provide tests to DSO; use test envelope or email tests
- Email to office acct: dsotest@rit.edu
- Include “test center info sheet” accessed on the DSO home page

Access the test center info sheet on the home page:
Final exam weeks
- Other locations will be used as needed
- Email tests to DSO by **designated date**
  → please include test center info sheet
- Send hard copies in envelopes at least one day in advance

Just FYI......
There may be changes to this process in Spring term, January 2020, when DSO starts using a new information system/database.

We will provide communications and training.

Questions?
DSA and general inquiries:
585-475-2023

Test Center:
585-475-5358