



DRC Updates

Dear Faculty:

The DRC have been working hard to provide our students appropriate and reasonable accommodations in order to fully participate in the learning process, and stay engaged at Southern. We thank you for your continued cooperation and support for our students and staff.

Our current staff are:

Goldie Adele (Director)
Stephanie Hackett (Assistant Director)
Morgan Sutton (Disability Specialist)
Shabrell Sherrod (Secretary)
Asia Williams (University Assistant)
Victoria Orozco (University Assistant)
Brandon Romano (Graduate Intern)
William Lang (Math Tutor)
Ermira Elezi (Math Tutor)

We would like to share some information with you regarding our general processes and accommodations.

1. All students requesting accommodations are required to through an intake appointment with our staff, where we review their requests and related documentation. After which, a decision is made on their accommodation request. Once a decision is made, they are provided accommodation letters shared with the student and their professors through our Accommodate platform. You will need to log into the platform to view the student's letter. Upon receipt of the letter, you are encouraged to discuss the approved accommodations with the student to see how it fits into your course requirements, and other logistical issues and concerns around the accommodations. Providing the student with information and guidance on how the approved accommodations can ensure they fully participate in class and achieve the desired learning outcomes of the course, is important. You are always welcome to contact our office if any issues arise during this process.
2. We have implemented a new platform called Accommodate, which students will use to request their accommodation letters and reserve space to take tests/exams at our office. As faculty, you

will receive accommodation letters through accommodate- no more physical copies or copies via email. You will also be required to approve any student test/exams request and upload test/exam questions through accommodate.

3. Please note that information about a student's disability and accommodations are to be treated as confidential.
4. If you have any follow-up questions regarding a specific accommodation and how it fits your course requirements, please contact our office (203 292 6828, DRC@southernct.edu).
5. We do have a faculty section on our website, which provides general information on our processes (<https://inside.southernct.edu/drc/faculty-staff>).

Commonly-approved Accommodations-

Additional time for tests and exams- students are approved for additional time for tests and exams, which can be taken at our office. They will need to schedule to take it at our office through the Accommodate platform.

Reduced distraction setting for tests and exams- the student is approved to take their exams at our office, in a reduced distraction setting OR the professor can arrange proctoring in a quiet space at their department office.

Flexibility with class attendance policy- for courses where attendance counts, the student is permitted as part of their accommodation, for absences not to count against their grade. The reason for their absence has to be related to their accommodations. They need to meet the course requirements/essential standards and are responsible for missed class information and work. They are required to discuss logistics around this with each professor at the start of the semester.

Flexibility with assignment deadlines- this permits the student to have reasonable extensions on their assignments, if possible, based on the nature of the course. The reason for the extension has to be related to their accommodations. They are required to discuss the logistics around this with each professor at the start of the semester.

Flexibility with missed tests and exams- this permits the student to take a missed test or exam, if they are absent due to their diagnosis. They are required to discuss the logistics around this with each professor at the start of the semester.

Tape-record classes- this permits the student to tape-record the class for course use only, based on the effects of their diagnosis. The DRC does require students sign an audio-recording agreement, which ensures the recordings are used for class work exclusively, not shared with anyone else, and deleted appropriately

Note Taking Assistance- Smart Pen/Digital Recorder – student uses a smart pen (assistive tech device) for class notes and recording, based on effects of their diagnosis. The DRC does require students sign an

audio-recording agreement, which ensures the recordings are used for class work exclusively, not shared with anyone else, and deleted appropriately

Note Taking Assistance: Note Taking Express/ Audio Recording + Transcription- student uses note-taking express services provided by our office, and receives detailed summary of class notes. Class lecture is recorded and NTE provides a detailed summary of class notes to the student within 24 hours. The DRC does require students sign an audio-recording agreement, which ensures the recordings are used for class work exclusively, not shared with anyone else, and deleted appropriately