

## Office of Specialized Services (OSS) Quick Tips for Faculty

Do	Don't	Rationale
Include the OSS statement in your syllabus as per the Academic Review Committee ( <a href="#">ARC</a> ), 2018.	Provide accommodations without an accommodation notice from OSS.	Despite good intentions, doing so may jeopardize your position in potential disputes that may arise over academic adjustment requests from other students.
Make general announcements to the class related to accommodations, such as directing students to OSS to request them or encouraging students to use them.	Share information about a student's disability or accommodations in front of the class or with other staff (unless you have an accommodation letter from OSS and are working with your colleague).	Students' information regarding their disability is confidential. Although intentions may be good, please refrain from asking intrusive questions regarding their disability. OSS can share implications of the student's disability so you can have an understanding of the impacts and how they may play out in your course.
Let OSS staff know if any approved accommodations listed in a student's accommodation notice may potentially conflict with course objectives.	Refuse to provide the accommodation without speaking to an OSS staff member.	Denying an accommodation without understanding how it may or may not be implemented in your course leaves you and the College liable to OCR ( <a href="#">Office of Civil Rights</a> ) complaints or lawsuits based on discrimination.
Talk privately with students about their accommodations if they bring up the topic.	Talk about accommodations in a public setting.	Creating a respectful and inclusive environment is important for all students, especially students' who are part of protected classes (i.e., disability).
Submit your Faculty Alternative Testing Agreement form as early as possible (you have the option to say you'll provide the accommodations on the form).	Leave your Faculty Alternative Testing Agreement incomplete even if providing the testing accommodations.	Without this information, OSS/Testing Center does not know the parameters of your exams. You will receive an automated email when your form is updated.  If you plan on proctoring your own exams, please select that option on the form and/or email <a href="mailto:osstests@ramapo.edu">osstests@ramapo.edu</a> and they can update it on your behalf.

## Office of Specialized Services (OSS) Quick Tips for Faculty

Do	Don't	Rationale
Email <a href="mailto:osstests@ramapo.edu">osstests@ramapo.edu</a> with any questions or concerns related to testing accommodations (i.e., extended test time, testing in OSS/Testing Center, exam details, etc.).	Email OSS@ramapo.edu or OSS counselors at their personal email addresses regarding testing accommodations.	<a href="mailto:OSStests@ramapo.edu">OSStests@ramapo.edu</a> is monitored from 8:30am-4:30pm during business days. If an email is sent to the personal counselor or the main OSS inbox, OSS may not receive the information in a timely manner, which may impact a student's testing accommodations.
Refer a student to the OSS office if they mention having an IEP or 504 plan or services in high school (like extra time) and they are asking for something similar from you.	Refer a student specifically to OSS when a student has not disclosed a disability or IEP/504 status without folding other campus support services into the discussion such as tutoring, office hours, counseling, etc.	Some students feel stigmatized because of their disability status, so it is important to group OSS in with all other campus support services to minimize having students feel targeted.
Refer students with concussions or medical recovery challenges to OSS.	Rely just on notes from medical professionals as to how to accommodate a student in your class.	Recovery and treatment can be complicated and challenging for students; OSS can support you and students navigate this process.
Refer to OSS Faculty Resources available on the OSS website: <a href="#">What Faculty Need to Know about Students with Disabilities - OSS - RCNJ</a>	Hesitate to contact OSS with any questions or concerns.	OSS is here to support you and the students. We cannot provide support if we do not know it's needed. Please do not hesitate to contact OSS with any questions or concerns.
Contact each student's assigned OSS counselor or the OSS Director at their personal email address.	Hesitate to raise flags on Connect.	It gives OSS an opportunity to check in with the student and help them be proactive.
For general questions or if the student may not yet be affiliated, contact <a href="mailto:oss@ramapo.edu">oss@ramapo.edu</a> .		