

STUDENT AFFAIRS AND ACADEMIC AFFAIRS
SPECIAL NEEDS ACCOMMODATIONS (SNA) FORM
People of Determination and Temporary Accommodations

Although we make every effort to accommodate your needs, we cannot guarantee the provision of all accommodations. **SEMESTER SNA SUBMISSION DEADLINES - Last day to withdraw from class as per the RIT Dubai Academic Calendar. <https://www.rit.edu/dubai/academics/academic-calendar>**
***Please note that RIT Dubai is not responsible for any paid support service you prefer and/or require.**

SNA Information

The SNA Form may be right for you if you have been diagnosed with short-term or long-term special needs such as learning difficulties, a physical disability, or an emotional or behavioral difficulty affecting your academic success. If you are unsure whether you should submit this form, please speak with your academic advisor or the Student Affairs Office.

All SNA Forms stay in Student Affairs confidential student files. SNA Forms are only shared with your academic advisor and the Provost/Vice President for Academic Affairs. It is up to the student's discretion to share information with faculty. SNA students are not required to share SNA related medical or mental health information and can refer the faculty member to either their academic advisor or the Student Affairs Office for clarifications regarding specific student support (confidential information will not be shared.)

For more information, please refer to the SNA policy PNP 5.1.3 via the RIT Dubai Website: (Handbooks and Publications, Policies and Procedures)

***The SNA Form should not be confused with a general absence due to a one-time sick note, etc. This Form is intended to assist with a temporary issue or a long-term or permanent issue that a student may be facing.*

Section 1: Student Information

First Name: _____

Last Name: _____

Student UID#: _____

Program of study: _____

Academic advisor: _____

Birthdate: _____

RIT Email: _____

Mobile Number: _____

Parent's Name and Phone Number (for emergency use only): _____

Student Status:

- First Year Student Undergraduate Student Graduate Student Global Scholar

Gender:

- Male Female

Do you reside at RIT Student Housing?

- Yes No

Do you use Commuter Transportation?

- Yes No

Are you a student-athlete?

- Yes No

Section 2: Special Consideration Category

I require special consideration for specific academic/residence accommodations under the following categories:

- Medical Cultural or Religious Mobility Learning Disability
 Psychological/Emotional/Behavioural Other, please specify:

Is this condition:

- Temporary - please give an estimate of the prognosis of the condition:
-

- Permanent

Co-op Employer Support

By initialing this box, your name will be shared with the Career Services and Co-operative Education Office to receive more info about Co-op placement support discreetly and confidentially. No information will be shared with prospective Co-op employers without your first meeting with a representative of the Career Services and Co-operative Education Office and only upon the student's written consent.

I hereby attest that all information on this form and any accompanying documents are accurate and true, and sufficiently describe my needs related to living on campus. I further understand that although every effort will be made to reasonably accommodate students, all academic/residence decisions are subject to review, and accommodation decisions will be based on verified needs.

Student's Signature: _____

Date: _____

Section 3: Details of Requested Considerations To be completed by the Student:

I hereby authorize my physician or other appropriate attesting professionals to provide the following information to RIT Dubai relating to my request for special accommodations. I understand that to properly consider this request, the Student Affairs Office and the Academic Affairs Office may, in confidence, share this information and/or consult with the Centre for Students with Disabilities at the RIT NY campus, the Dubai Silicon Oasis Authority Accommodation staff, RIT Dubai faculty, or other professionals, as appropriate.

Student's Signature: _____

Date: _____

STUDENT AFFAIRS AND ACADEMIC AFFAIRS
SPECIAL ACCOMMODATIONS POLICY (SNA) FORM

Section 4: To be completed by the Attesting Professional:

The following professionals may complete this section to support your request for special consideration for academic accommodations or residence assignment, only if they are directly treating, counseling, or associated with your circumstances: medical doctor, licensed counselor, recognized religious official, member of RIT Dubai's Centre for Students with Disabilities at RIT NY.

** If citing a lifestyle, cultural, or religious reason for special consideration, an attesting professional's supporting document/signature is not always necessary. Please complete the below information and we will contact you if we require any other information.*

Attesting Professional Information:

Name (Please print): _____

Position: _____

Organization: _____

Address: _____

Email: _____

Phone: _____

Please describe the specific condition/situation of the student for which special considerations are needed. Please comment on the permanence or prognosis of the condition:

Please indicate below the accommodations that you deem applicable to the needs of this student.

Academic:

- May require computer or laptop use for lectures and (or) exams if approved in advance by faculty
- Extra time for evaluations (quizzes, mid-terms, and exams) but evaluation should be done in the same testing room as all students.
- Private Room for tests and exams with an exam proctor
- May require limited leniency with a course attendance policy if one exists.
- May require the recording of lectures upon permission from the faculty
- Recommend faculty's assistance to help partner student with a high achieving student for course lecture note sharing
- If in physical or psychological discomfort from writing due to an injury, may need to verbally record speaking assignments/examinations if approved in advance by faculty or present the assignment/examination directly to the faculty without others in the room

Non-Academic:

- May benefit from a more comfortable chair during classes and other long meetings.

Student Accommodation:

- Single Room (student would pay for the single room)
- Daily access to the kitchen if in a studio building (one kitchen is always open in studio buildings.)
- Accessibility & building accommodations (e.g. wheelchair ramps)
- Student-supplied equipment (please specify below)
- Other (please specify below)

If necessary, please elaborate on the nature of accommodations required by this student, as they pertain to the academic/residence facilities available at the RIT Dubai:

I hereby attest that I am familiar with the student in question and their specific needs and by completing this form have recommended accommodations to be made academically or in student housing that best fits their needs.

Attesting Professional's Signature: _____

Date: _____

**ROCHESTER INSTITUTE OF TECHNOLOGY – DUBAI
SPECIAL NEEDS ACCOMMODATIONS SERVICES AGREEMENT**

People of Determination and Temporary Accommodations

Semester Approved: FALL / SPRING / SUMMER 202_

To: (Student Name)
From: RIT Dubai Student Affairs Office
Cc: Spring and Fall faculty of (Student Name)
Date Approved:
Expiration Date (if applicable):

INFORMATION AND PROCEDURES

The Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act require educational institutions to provide academic adjustments to students with documented disabilities so they can fully participate in the educational process. In response to your request, the Student Affairs Office and the Academic Affairs Office have determined that you require the following academic adjustments in your classes at RIT Dubai for the term indicated above. As a global campus of an American University, RIT Dubai will offer support to students as per resources permit.

If you do not feel that these adjustments adequately accommodate your disability, mental health, or special needs, you must contact the Student Affairs Office. NOTE: Your accommodations will automatically renew each semester and be sent to all your instructors unless the accommodations are temporary requiring further documentation. For temporary accommodations, the Student Affairs Office will contact you for an update.

As agents of the University, your faculty are required to provide you with the academic adjustments listed below.

Accommodations: You MUST have a discussion with each of your faculty members about how these accommodations will be implemented. This is especially important for evaluation accommodations. Each test, presentation, project, etc. should be discussed in advance, including where and when each test is to be taken.

Approved Accommodations:

(Student Name) has an **SNA Form** on file, so we ask for your cooperation in providing the appropriate support to help them succeed. While we are not at liberty to divulge the details of the student's special circumstances, we can confirm that the student has gone through the rigorous SNA process and that the student's needs have been thoroughly verified.

The below accommodations have been approved:

In preparation for each test, the instructor must determine in advance where and by whom the extended test time will be proctored if required, either in the classroom by the instructor or their chosen representative.

ADDITIONAL INFORMATION FOR INSTRUCTORS

As agents of the University, faculty are required to provide the academic accommodations listed above to allow this student to fully participate in the educational process at RIT. Please contact the Vice President for Academic Affairs if you would like to discuss how to offer these adjustments. Note that you are only to offer the above-listed accommodations; do not offer additional accommodations which are not listed. Note that it is not appropriate to alter course expectations for this student. Also, please remember that the student name and accommodation information contained in this letter should not be discussed publicly.

The Student Affairs Office and the Academic Affairs Office are committed to working with students, faculty, and staff to ensure that students with disabilities are provided equal access to RIT's diverse and inclusive learning and living environment.

ADDITIONAL INFORMATION FOR STUDENTS

Your semester faculty have been informed of the above points but not of your medical information. This has been kept confidential. If a faculty or other staff member asks you for this information, it's up to your discretion to share your personal medical information.

This is an official agreement. Faculty will provide a reasonable amount of assistance when possible, however, please note that you should not take advantage of having this form on file and you are ultimately responsible for coordinating with your faculty ahead of time, to ensure that you have the adequate level of support in your courses.

It is advisable that you become your own advocate and work closely with your faculty to ensure that all coursework accommodations and expectations are clear. It may be helpful to make a monthly calendar and add all of your course assignments to it so you can keep track of all of your coursework. This will enable you to plan ahead to coordinate with faculty for your projects, mid-terms, quizzes, and exams.

If you have any questions, please do not hesitate to contact either your academic advisor or the Student Affairs Office.

Have a great semester!

Student Affairs Office
RIT Dubai

Student Signature: _____

Date/Semester: _____

FALL / SPRING / SUMMER 202_

Faculty Signature: _____

Date/Semester: _____

Faculty Signature: _____

Date/Semester: _____

Faculty Signature: _____

Date/Semester: _____

Faculty Signature: _____

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FALL / SPRING / SUMMER 202_

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FALL / SPRING / SUMMER 202_

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Faculty Signature: _____

Date/Semester: _____

Faculty Signature: _____

Date/Semester: _____

Faculty Signature: _____

Date/Semester: _____

Additional signature sheets are to be added as required.