

Fast Facts for Faculty

Syllabus Disability Statement

The Ohio State University Partnership Grant Improving the Quality of Education for Students with Disabilities

Disability Statement Definition:

A statement placed on course syllabi indicating a faculty member's willingness to provide reasonable accommodations to a student with a disability. An example disability statement that can be used/adapted for course syllabi:

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Disabilities Services Office, Arts and Sciences Commons, 1017k, 231 591-3772 to coordinate reasonable accommodations for students with documented disabilities.

Rationale:

The statement should be an invitation to students who have disabilities to meet with the faculty member, in a confidential environment, to review course requirements and to discuss their need for accommodations. Establishing reasonable accommodations should be considered on a case-by-case basis because of the functional limitations of each individual and the specific demands of the course will vary.

Principles:

- The accommodation process should be one of collaboration between student and instructor with support from the Disabilities Services Office (DSO)
- Students already working with DSO have provided that office with documentation of their disability. Faculty should not ask the student for documentation; however, they can request that a referral from DSO be sent to verify the disability.
- A statement on the syllabus and an announcement in class normalizes the accommodation process by treating it as just another part of the course.
- The statement can be altered to meet the specific needs of your department/courses.
- It is recommended that instructors for multiple section courses and labs come to an agreement on the syllabus statement used.

"A disability statement opens the lines of communication making the student feel more comfortable approaching faculty to disclose their disability and need for accommodation". Jennifer Aaron, Student self-advocate

Definition:

The term syllabus refers to a written course description that provides the objectives, assignments, and schedule. The syllabus serves as a contract between the faculty member and the student, outlining expectations and requirements for successful completion of the course. Included in a syllabus is a disability statement.

Essential Elements of an Accessible Syllabus:

- Basic Information: Course title, course number, number of credits, current year and term, meeting time and location, your name, location of your office and office phone number, email address, office hours, appointment times, information on SLA Facilitators, and a syllabus statement.
- Prerequisites: Classes, skills, and information required prior to enrolling in course.
- Course Objective: Information to be covered, general themes, and course activities.
- Learning Objectives: A precise statement(s) linking subject matter and student performance. The objective includes competencies, skills, and knowledge students should acquire by the end of the course.
- Textbooks/Readings: Titles, authors, editions, and local book retailers. You should always attempt to order textbooks for which electronic format is available. For information on available alternate format of a book, contact the publisher.
- Course Schedule: Supply schedule of events; include discussion topics, exam dates, assignments, and readings to be completed for each day.
- Additional Required Materials: Any additional course material such as calculator or art supplies that the student has to buy to successfully complete the course. Information on such materials needs to be as detailed and specific as possible.
- Grades: Describe how you are going to calculate the grades and give an explanation of what is required to receive a particular grade.
- Course Policies: Specify how you deal with tardiness, absences, late assignments, test/assignment make-ups, and academic misconduct.

Key Resources at FSU:

Office for Disability Services - 231 591-3772

Academic Support Center - 231 591-3542

Adaptive Technology Lab - 231 591-3605

Writing Center - 231 591-2534

Center for Teaching, Learning and Faculty Development - 591-3826

Resource: <http://darkwing.uoregon.edu/~tep/tshooting/preparing.html>

This information is available in alternative format upon request. Please call the Ohio State University Office for Disability Services at 614-292-3307

This publication is funded by the US Department of Education under grant #P333A990046. For additional copies or more information, please contact the project co-directors:

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Special thanks to Scott Lissner, Ann Yurcisin, and Patty Carlton for their input in the development of this publication.