

Fast Facts for Faculty

Syllabus Disability Statement

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.

The disability statement that should be used for course syllabi:

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614) 287-2570. Delaware Campus students may contact an Advisor in the Student Services Center on the first floor of Moeller Hall, (740) 203-8345.

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 Disability Services (DS).
- Students already working with DS have provided that office with documentation of their disability. Faculty should not ask the student for documentation, however, they can request the student's Letter of Accommodation, which is generated by DS, 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.

"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

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Guidelines for Creating a Complete and Accessible Syllabus

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, and a syllabus disability 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:** Include titles, authors, and editions.
- **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 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.

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