

# 5 Steps for Facilitating Accommodations in Your Course

Part of the SLDS "Quick Reference Guide" series. For more guides, visit [go.osu.edu/slds-guides](https://go.osu.edu/slds-guides)

## 1. Use the following accessibility statement in your syllabi.

- The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](https://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.
- *Note:* We recommend taking some time to review this statement with the class. This may help students feel more comfortable approaching you with proactive requests.

## 2. Promptly respond to accommodation requests.

- Registered students will contact you to request accommodations. Students are trained on the accommodation process and should provide letters or forms to you. In addition to discussing the requests, you may also be filling out forms, identifying students in class to be volunteer note-takers, and/or corresponding with SLDS staff as needed.

## 3. Respect the student's right to confidentiality.

- Students are not required to disclose medical details, such as their diagnoses, to instructors. Disability Services keeps all students' medical information and documentation confidential.
- The student's registration status should only be shared with others on a need-to-know basis.
- Discuss accommodations with students in a private setting such as during office hours or by appointment.

## 4. Consult with SLDS when you have questions/concerns about a request.

- Each registered student is assigned an Access Specialist who is available to you for answering questions, brainstorming solutions, and determining whether or not an accommodation request is reasonable, given the design and learning outcomes of the course.
- Access Specialists are available for phone calls and drop-ins Monday - Friday, 8 a.m. - 5 p.m.

## 5. Provide accessible course materials to students with sensory disabilities.

- Whenever possible, choose course materials that are accessible from the get-go (e.g. searchable PDFs, captioned videos). When materials are not inherently accessible, provide the materials to the SLDS Accessible Media department with enough notice for conversion to an accessible format.
- When creating your own course documents in Microsoft Office, there's a handy built-in [Accessibility Checker](#) feature (*File > Check for Issues > Check Accessibility*) which you can use to ensure screen-reader accessibility.
- When a student requests course material conversions for a course, Disability Services will reach out to the instructor if coordination is needed.

