



# 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 Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall 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 Office for Disability Services (ODS).
- ◆ Students already working with ODS have provided that office with documentation of their disability. Faculty should **not** ask the student for documentation, however, they can request that a letter from ODS 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*

The entire Fast Facts series is available at: <http://ada.osu.edu/resources/fastfacts/>



# Guidelines for Creating a Complete and Accessible Syllabus

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## 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 teaching assistants, 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:** 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 OSU

Office for Disability Services - <http://www.ods.ohio-state.edu>

Web Accessibility Center - [www.ods.ohio-state.edu/wac/](http://www.ods.ohio-state.edu/wac/)

Faculty and TA Development - <http://www.osu.edu/education/ftad>