



Guidelines for Creating a Complete & Accessible Syllabus

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

Disability Statement Definition

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; a statement placed on a course syllabus indicating a faculty member's willingness to provide reasonable accommodations to a student with a disability.

Our office encourages the use of the following:

“Bloomsburg University values inclusion and seeks to create a climate of respect and the full participation and access for all students. It is the University’s policy and practice to provide reasonable accommodations for students with properly documented disabilities according to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students who have questions about these university services or have a disability are encouraged to visit the University Disability Services in the Warren Student Services Center, Room 043 or by contacting the department staff at 570-389-4491.”

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 University Disability Services (UDS).
- Every semester, registered students will pick up their disclosure form from UDS. Students choosing to use their accommodations in your course will give you a copy of the disclosure form. If you have not received this form, ask the student if they are registered with UDS. If they are, ask the student to provide you a copy of the disclosure form. If they are not, direct them to our office so that we can determine their eligibility for services.
- A statement on the syllabus and an announcement in class normalizes the accommodation process by treating it as just another part of the course.

Important Note

This information is available in alternate format upon request. Please call University Disability Services at 570-389-4491.