

DATE:

September 13, 2019

UF ADMINISTRATIVE MEMO

FROM: Division of Student Affairs - Disability Resource Center
Office of the Provost and Academic Affairs - Chris J. Hass, Ph.D

SUBJECT: Creating Access for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, every student with a disability is afforded equal access to University programs, educational opportunities, services, and activities. This memo provides information to assist faculty in facilitating access for students with disabilities in their courses.

The Disability Resource Center

The scope of the Disability Resource Center (DRC) is to help address access barriers in online and on-campus courses. Our staff approves academic accommodations that provide equitable opportunities for learning. Given that there are over 3,600 students connected with the DRC at the University of Florida, it is likely that faculty have students with disabilities in their courses. It is important that faculty inform students with disabilities how to request accommodations.

The following accessibility statement is required to be included on all course syllabi:

Course Accessibility Statement:

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting www.disability.ufl.edu/students/get-started. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Faculty can expect to receive a student's accommodation letter within the first 3 weeks of classes; however, if a student registers with the DRC later in the semester faculty are still obligated to facilitate accommodations. Neither faculty nor administrators may independently deny a request for accommodation that is approved by the Disability Resource Center.

Additional Faculty Resources for Accessible Teaching

The University of Florida values our diverse student learners. It is important for faculty to proactively design courses to be accessible and inclusive to students with disabilities. There are several resources at UF that can assist faculty in course design and creating accessible course materials.

- Accessibility UF is the university's central website for online accessibility resources which include *SensusAccess*, a software that creates accessible documents, and *SiteImprove*, a tool to check for website accessibility. <https://accessibility.ufl.edu/>
- The Center for Instructional Training & Technology offers a series of online modules for creating accessible courses. <http://citt.ufl.edu/>

- The Center for Teaching Excellence provides resources and professional development on inclusive teaching and Universal Design for Learning. <http://teach.ufl.edu/>

Faculty can visit the DRC's website at www.disability.ufl.edu/faculty or email DRcaccessUF@ufsa.ufl.edu to learn more about how to facilitate access for students with disabilities. The DRC can provide training and consultation to faculty regarding disability inclusion and how to best implement accommodations.