

Disability Statement for Syllabi

Students with documented disabilities may be entitled to specific accommodations. SUNY Brockport's Office for Student with Disabilities makes this determination. Please contact the Office for Students with Disabilities at 395-5409 or osdoffic@brockport.edu to inquire about obtaining an official letter to the course instructor detailing any approved accommodations. The student is responsible for providing the course instructor with an official letter. Faculty work as a team with the Office for Students with Disabilities to meet the needs of students with disabilities.

General Accommodations / Services

- ◇ Extended time on tests
- ◇ Distraction-reduced testing environment
- ◇ Note taking
- ◇ Textbooks in alternate format
- ◇ Sign interpreters
- ◇ Scribes
- ◇ Readers / tests on tape
- ◇ Assistive technology
- ◇ Special seating
- ◇ Tape-recorded lectures by faculty permission
- ◇ Enlarged printing
- ◇ Student support referrals



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Contact Information

Office for Students with Disabilities
The College at Brockport
Seymour College Union, Room 227
Brockport, NY 14420-2914

Phone/TTY (585) 395-5409

Fax (585) 395-5291

Email: osdoffic@brockport.edu

Office of
ADA Coordinator
(585) 395-2109

Visit our website at:
www.brockport.edu/osd/

Office for Students with
Disabilities

Faculty Guidelines

Division of Enrollment Management
& Student Affairs

Responsibilities of the Office for Students with Disabilities

- ◇ Provide services and accommodations to students with disabilities
- ◇ Work closely with faculty and staff in an advisory capacity
- ◇ Determine reasonable accommodations for students
- ◇ Provide equal access and opportunity for “otherwise qualified” individuals with disabilities

Faculty Responsibilities

- ◇ Share responsibility for student accommodations with the Office for Students with Disabilities (OSD)
- ◇ Provide accommodations when student verification letter of accommodation has been received
- ◇ Include the disability statement on syllabi and read the statement aloud the first day of class (see back)
- ◇ Complete blue testing accommodation forms for students utilizing OSD’s alternate test site
- ◇ Forward tests to OSD two days before they are to be taken

Sec 504 Definition of a Student with a Disability

- ◇ A student who has a physical or mental impairment which substantially limits one or more major life activity
- ◇ A student who meets academic and technical standards requisite to admission or participation in the education program/activity

Common Disabilities

- ◇ Attention deficit / hyperactivity disorder
- ◇ Blind / low vision
- ◇ Traumatic brain injury
- ◇ Deaf / hard of hearing
- ◇ Orthopedic / mobility disorders
- ◇ Systemic disorders: lupus, renal, cardiovascular, etc.
- ◇ Psychiatric / psychological disorders
- ◇ Specific learning disabilities

Tips to Facilitate Learning

- ◇ Provide guided lecture questions
- ◇ Use visual aids
- ◇ Supply list of key terms
- ◇ Face the class
- ◇ Describe visual models
- ◇ Utilize interpreter to facilitate communication
- ◇ Pace your speech when using an interpreter
- ◇ Put class notes on ANGEL
- ◇ Use minimum 18 pt. for overheads
- ◇ Use minimum 12 pt. Arial font for handouts

Providing the Appropriate Accommodations

- ◇ Request an official letter of accommodation from students requesting services and accommodation
- ◇ Consult with the coordinator of OSD regarding accommodations that might jeopardize the academic standards or integrity of the course

Confidentiality

- ◇ Disability documentation is confidential between the student and OSD
- ◇ According to the Association on Higher Education And Disability, “the Department of Justice has indicated that a faculty member generally does not have a need to know what the disability is, only that it has been appropriately verified by the . . . office assigned this responsibility on behalf of the institution.”

Additional Information

- ◇ Information on specific disabilities is available in OSD
- ◇ Additional resources are available through the OSD website: www.brockport.edu/osd/advisory.html