Additional Information

- Information on specific disabilities is available in OSD
- Additional resources are available through the OSD website: [www.brockport.edu/osd/advisory](http://www.brockport.edu/osd/advisory)

Disability Statement for Syllabi

Students with documented disabilities may be entitled to specific accommodations. The College at Brockport's Office for Students with Disabilities makes this determination. Please contact the Office for Students with Disabilities at 395-5409 or [osdoffic@brockport.edu](mailto: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 language interpreters
- Scribes
- Readers / tests on tape
- Assistive technology
- Special seating
- Tape-recorded lectures by faculty permission
- Enlarged printing
- Student support referrals

Office for Students with Disabilities

Seymour College Union, Room 227
The College at Brockport
Brockport, NY 14420-2914

Phone/TTY: (585) 395-5409
Fax: (585) 395-5291
Email: osdoffic@brockport.edu

Visit us at [www.brockport.edu/osd](http://www.brockport.edu/osd)
Responsibilities of the Office for Students with Disabilities (OSD)

- 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 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 testing accommodation forms for students utilizing OSD’s alternate test site
- Forward tests to OSD at least two days before they are to be taken

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 notes or post them on ANGEL / Blackboard
- Use visual aids
- Face the class
- Describe visual models
- Utilize sign language interpreter to facilitate communication
- Pace your speech when using a sign language interpreter
- Use minimum 18 pt. font for overheads
- Use minimum 12 pt. Arial font for handouts
- Use captioned versions of videos

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.”

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