

5 Steps for Facilitating Accommodations in Your Course

The Department of Disabilities Support Services

Office: Slay Hall, Rm 138

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1. Use the following accessibility statement in your syllabi.

- East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services (DSS) located in Slay 138 ((252) 737-1016).
- *Note: We recommend taking some time to review this statement with the class. This may help students feel more comfortable approaching you with proactive requests.*

2. Promptly respond to accommodation requests.

- Registered students should provide printed accommodation letters from our office to you. You should not provide accommodations to a student who does not present the appropriate faculty notification letter. These forms are most commonly delivered within the first few weeks of the semester however, there are some who are approved mid semester and will give to you later.

3. Respect the student's right to confidentiality.

- Students are not required to disclose medical details, such as their diagnoses to instructors. Disability Support Services keeps all students' medical information and documentation confidential.
- The student's registration status should only be shared with others on a need-to-know basis.
- Discuss accommodations with students in a private setting such as office hours or by appointment. Accommodations are meant to level the playing field, not create an advantage. Our goal should be to treat all students equally with regards to grading, behavioral standards and course requirements.

4. Consult with DSS when you have questions/concerns about a request.

- The staff at Disability Support are available to you for answering questions, brainstorming solutions, and determining whether or not an accommodation request is reasonable, given the design and learning outcomes of the course.
 - Staff are available for phone calls and walk-ins
 - Monday - Friday, 8 a.m - 5 p.m.

5. Provide accessible course materials to students with sensory disabilities.

- Whenever possible, choose course materials that are accessible from the get-go (e.g. searchable PDFs, captioned videos). When materials are not inherently accessible, provide the materials to the DSS department with enough notice for conversion to an accessible format.
- When creating your own course documents in Microsoft Office, there's a handy built-in [Accessibility Checker](#) feature (*File > Check for Issues > Check Accessibility*) which you can use to ensure screen- reader accessibility.
- When a student requests course material conversions for a course, Disability Support Services will reach out to the instructor if coordination is needed.

- ***Stephen Gray - Director***
- ***Kristina Page - Testing Coordinator***
- ***Whitney Kimble - Disability Support Specialist***
- ***Nancy Ausherman - Assistant Director, Deaf and Hard of Hearing and Visual Impairment***
- ***Brian Stanford – Assistive Technology Specialist***
- ***Kristi Godley – Admin Support Associate***

The mission of the Department for Disability Support Services is to provide individuals with disabilities support that will enable them to access programs, services, facilities, and activities of the university and to enhance disability awareness among all constituents of the university.