

MEMORANDUM

TO: All faculty members

FROM: Tony G. Waldrop, Ph.D. 
Provost and Executive Vice President

SUBJECT: **Faculty responsibility for ADA-compliant course materials
and available support services**

DATE: August 1, 2012

The University of Central Florida is committed to providing all students with equitable access to the best possible opportunities for academic success. This commitment includes adhering to requirements in the Americans with Disabilities Act Amendments Act that course materials be accessible to all students. UCF's Office of Student Disability Services works with faculty members on a regular basis to facilitate academic accommodations including extended time on tests, note taking, and interpreting services. However, as more faculty members innovate to incorporate web-based media into their online and face-to-face classes, we must be diligent to ensure that accessibility remains a top priority.

Faculty members are responsible for providing ADA compliant material for students in their courses. If you have questions about materials in your course, please work with one or more of the offices below to address the matter.

- Student Disability Services coordinates academic accommodation efforts and can provide services such as Brailled materials, electronic files for textbooks, creating a transcript of a recorded lecture, and converting text-based materials into an accessible format. Contact SDS by calling 407-823-2371 or by emailing sds@ucf.edu.
- The Center for Distributed Learning assists faculty members in the design and development of accessible online course materials, including captioning videos from transcripts. Course design information is available at <http://teach.ucf.edu/pedagogy/accessibility>. Online faculty members are encouraged to work directly with their assigned instructional designer. General inquiries should be directed to 407-823-3718 or cldadminteam@ucf.edu.
- The Faculty Center for Teaching and Learning can help faculty members create and design course materials and teaching strategies that will accommodate a wide range of differences among students. The center offers workshops and one-on-one consultations with faculty on best practices. Contact FCTL at 407-823-3544 or fctl@ucf.edu.

For more information about student accommodations or accessibility within the classroom, please visit the Student Disability Services website (<http://sds.sdes.ucf.edu/>). Additional questions should be directed to Pamela Rea, director of Student Disability Services, by calling 407-823-0176 or by emailing Pamela.Rea@ucf.edu.

Thank you for your attention to this issue and for your ongoing commitment to our students.

Academic Affairs

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