

## Start of Semester Checklist for Faculty

The start of each semester is a good time to go over the basics related to DSS student accommodations. Listed below are the items faculty typically consider as they plan for a new semester.

✓ **Syllabus Statement:** We recommend the following statement:

It is the policy and practice of Seton Hall University to promote inclusive learning environments. If you have a documented disability you may be eligible for reasonable accommodations in compliance with University policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law against Discrimination. Please note, students are not permitted to negotiate accommodations directly with professors. To request accommodations or assistance, please self-identify with the Office for Disability Support Services (DSS), Duffy Hall, Room 67 at the beginning of the semester. For more information or to register for services, contact DSS at (973) 313-6003 or by e-mail at [DSS@shu.edu](mailto:DSS@shu.edu).

**Appropriate additions** include expecting communication from your student to discuss implementing the accommodations.

**Inappropriate additions** include a firm deadline to discuss accommodation letters (such as in the first two weeks of the semester). Accommodations are approved year-round.

- ✓ **Accommodation Letters:** These letters are sent to you as soon as the student notifies the DSS Office that they wish to use their approved accommodations for each class. Students must self-identify, and this includes selecting which classes they want to use their accommodations for each semester. Letters are unique to each student and may include information to guide your implementation of accommodations.
- ✓ **Meetings with students:** Many students will be contacting you at the start of the semester for meetings to discuss their accommodations. Determine options for making these meetings go smoothly.
- ✓ **Readings:** Make these available at the start of the semester. This is critical for students with reading disorders who spend considerably more time with reading assignments or need alt formats of texts.
- ✓ **Allowed to audio record:** Students with this accommodation use audio recording to supplement their own note taking. This does NOT include video recordings.
- ✓ **Accessible material:** If videos/films are required, set up how these will be made available to any student, including a visually impaired student.
- ✓ **Textbooks:** Establish reading lists early enough that other formats of your books can be ordered by DSS if necessary. Alt Format Texts take time to order, prepare and process. Delayed delivery of these items impacts student learning.
- ✓ **Learning Outcomes and Universal Design:** Consider what each test, exam, or assignment is designed to assess. Do you have alternatives to accommodate certain accommodations? What can you be flexible about that does not fundamentally alter course requirements? DSS is available to assist you with examining these questions.