



# Office of Academic Affairs

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Submitted for: Dr. A. Dale Whittaker, Provost and Executive Vice President  
Subject: Resources to Support Faculty in Creating Accessible Course Materials

One of President Hitt's five goals for the University of Central Florida is to be more inclusive and diverse. This goal is particularly critical in our courses, where faculty members encounter students with a wide range of backgrounds and learning styles in a variety of course formats each semester.

Because of my commitment to creating an inclusive environment for our students, I encourage our faculty to learn about the resources UCF provides to help us advance this goal.

As a way to open dialogue about access, I recommend that faculty include a statement on their syllabus that invites students to meet with them to discuss course barriers before contacting Student Accessibility Services. Suggested syllabus language is available within the Course Accessibility Statement at

<http://www.fctl.ucf.edu/teachingandlearningresources/coursedesign/syllabus/statements.php>

Additionally, faculty members are given access to Knights Access Instructor, an online portal where faculty members can view a list of students who have requested accommodations for their courses, view upcoming exam requests submitted by students in their courses, and upload exams for Student Accessibility Services to proctor. More information is available at

<http://sas.sdes.ucf.edu/facultyguides>

While it is essential to continue to incorporate technology into the teaching process, our courses must be accessible and usable to everyone. A commitment to accessibility allows UCF to incorporate approaches to course design that benefits all students by removing disabling barriers.

If you have questions about how to make your courses usable for all learners, please work with one or more of the offices below:

## **Student Accessibility Services (SAS)**

SAS is available as a resource for faculty when courses need to be accessible for students with disabilities. SAS can provide resources such as creating a transcript of a recorded lecture, converting materials to Braille, and creating electronic or accessible files for textbooks and other text-based materials. In addition, SAS works with faculty on a regular basis to address barriers in a course, including extended time on tests, provision of various technology resources for exams, access to course notes through note-takers and different

technology options, facilitation of course policy adjustments for students with chronic health conditions and interpreting and captioning services to name a few. For more information, contact SAS at 407-823-2371 or [sas@ucf.edu](mailto:sas@ucf.edu).

### **Center for Distributed Learning (CDL)**

CDL assists faculty in designing and developing accessible online course materials. Course design information is available at <https://cdl.ucf.edu/teach/accessibility/>

CDL has created two tools inside Webcourses@UCF that assist with online accessibility: UDOIT at <https://cdl.ucf.edu/teach/accessibility/udoit/> and Quiz Extensions at <https://cdl.ucf.edu/support/webcourses/guides/quiz-extensions/>

Online faculty members are encouraged to work directly with their assigned instructional designers, which can be found at <https://cdl.ucf.edu/teach/resources/id-lookup-tool/>

General inquiries should be directed to 407-823-4910 or [cdl@ucf.edu](mailto:cdl@ucf.edu).

### **Faculty Center for Teaching and Learning**

The Faculty Center can help faculty members create and design course materials and teaching strategies that accommodate a wide range of differences among students. The office offers workshops and one-on-one consultations with faculty on best practices. Contact the Faculty Center at 407-823-3544 or [fctl@ucf.edu](mailto:fctl@ucf.edu).

I wish each of you the very best during this new semester. Thank you for your ongoing commitment to accessibility and to excellence in instruction and serving our students.