



---

## Faculty & Staff Resources

### ACCOMMODATIONS/ INSTRUCTOR LETTERS

When a student requests classroom accommodations, they must provide Student Accessibility Services with appropriate documentation of disability. Our office staff will interpret the documentation to determine that the requested accommodations are reasonable. An Accommodations Letter will be produced for each student and emailed to the student's TSC email account. Accommodations are determined based on documentation of disability. Students are expected to share their Accommodations Letter with each instructor, EVERY term.

### EXAM PROCTORING

Students are required to submit Exam Accommodations Request form at least 48 hours (2 school days) in advance of each exam. Once students schedule an exam with Accommodated Testing Services, you will receive an email notifying you of the exam request. Instructors are required to send exams via email or intercampus mail to the Accommodated Testing Center prior to the exam. Instructors should also include any relevant information pertaining to the exam administration (eg. notes, formula or reference sheets, use of calculators, etc.).

### CAPTIONING/TRANSCRIBING OF VIDEOS

Student Accessibility Services will assist faculty members in obtaining captioned copies of videos in order to ensure the accessibility of any audiovisual materials they may use for instruction. If this material is not available in a captioned/accessible format, Student accessibility Services will assist the faculty member in providing resources to get the material in an accessible format.

### SAMPLE SYLLABUS STATEMENT

Tallahassee State College is committed to providing accessible programs, services, facilities and positive learning environments that foster growth and development for students of all abilities. Student Accessibility Services (SAS) works with students, faculty and staff to provide a variety of reasonable accommodations that ensure equal access, promote advocacy and empower students to achieve educational and career goals while maintaining the community and academic standards of Tallahassee State College. Students seeking accommodations should:

1. Schedule an appointment with Student Accessibility Services and provide appropriate supporting documentation.
  - a. Phone (Voice): (850) 201-8430
  - b. E-mail: [SAS@tsc.fl.edu](mailto:SAS@tsc.fl.edu)
  - c. Fax: (850) 201-8433





**STUDENT  
ACCESSIBILITY  
SERVICES**

Student Accessibility Services •  
444 Appleyard Drive •  
Tallahassee, Florida 32304  
(850) 201-8430 • [SAS@tsc.fl.edu](mailto:SAS@tsc.fl.edu)

2. Discuss needs, special arrangements and eligible accommodations with instructor(s).

## **TRAINING**

Student Accessibility Services staff members are available to conduct training for your classes or faculty/departmental meetings on a variety of disability-related issues. Topics include sensitivity training, legal responsibilities, and policies and procedures. In addition, we are willing to help develop training materials to meet the individual needs of your department and staff. Please contact our office for more information or to schedule a presentation.

- a. Phone (Voice): (850) 201-8430
  - b. E-mail: [SAS@tsc.fl.edu](mailto:SAS@tsc.fl.edu)
-