Instructor Checklist

This checklist will help ensure that you're meeting the accommodation needs of students in your courses and providing a supportive learning environment.

Before the Semester Begins

- ☐ Syllabus statement is up to date and accessible (headings, readable fonts, etc.).
- ☐ Ensure course materials are compatible with screen readers (use accessible PDFs, alt text, etc.).
- ☐ Plan ahead for flexible testing options (especially extended time or low-distraction environments).
- ☐ Add any TA's or instructors to your course via the DRC Instructor Portal

When You Receive an Email Notification for Accommodations

- ☐ Read and acknowledge students' Instructor Notification Letters (INL) in the [DRC Instructor Portal](#).
- ☐ Reach out to the student to confirm receipt and invite a conversation (as needed).
- ☐ If requested, complete a Course Flexibility Plan (CFP) for attendance or deadline accommodations.
- ☐ Coordinate exam accommodations within your department or DRC testing services (as needed).
- ☐ Maintain confidentiality—never disclose a student's disability status to others.

Throughout the Semester

- ☐ Provide accessible course materials.
- ☐ Communicate changes to class schedules, exams, or assignments clearly and early.
- ☐ Collaborate with the DRC for any questions or concerns about accommodations.
- ☐ Refer students to the DRC if they disclose disability or request accommodations without an INL.
- ☐ [Contact the DRC](#) at any time for support, clarification, or consultation.