



# TYNDALE

• UNIVERSITY COLLEGE & SEMINARY •

## ACCESSIBILITY SERVICES

Centre for Academic Excellence

3377 Bayview Avenue, Toronto, ON, M2M 3S4

Phone: 416.226.6620 ext.2189 Fax: 416.226.6746

Email: [accessibilityservice@tyndale.ca](mailto:accessibilityservice@tyndale.ca)

Webpage: [www.tyndale.ca/academic-excellence](http://www.tyndale.ca/academic-excellence)

## Additional Materials Guide

*Students can request an alternate version of this document by contacting Accessibility Services*

Students with this approved accommodations may require access to additional lecture material which could include professor's Powerpoint slides, lecture notes/outlines, etc. This accommodation provides students with disabilities equal opportunity to participate and acquire learning during lectures. Providing additional material does not include supplementary support but instead, complementary material to facilitate the student's learning.

### Student's role:

- Submit documentation to Student Accessibility Services (AS) outlining the disability-related need to approve this accommodation.
- Upon approval, students are responsible for arranging this accommodation with their professors. Students can contact their professor(s) via email or meet with them in person to discuss the logistics of this accommodation. If students are unsure what to say to their professor(s), they can refer to the example below:

### Sample Email

Subject line: Approved additional materials request from *(Insert Student Name and ID)*

Body of the email:

Hello Professor X *(Insert Last Name)*,

I am a student in your *(insert course title and code)* course. As a student registered with Accessibility Services, my accommodation plan allows for access to your PowerPoint slides *(attach a copy of your plan)*. This accommodation helps me to focus on the presented lecture material while staying on track and ensures that I don't miss any important material.

Please let me know how I can obtain this from you before each lecture. If you prefer, you can upload the slide deck on Moodle or email me a copy before the lecture instead *(provide the solution)*.

I very much appreciate your efforts in supporting my learning and accommodating my needs. If you would like to discuss this further, please contact me or Accessibility Services.

*(Insert name and student ID)*



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- The student is responsible for all course requirements. The inability to arrange access to additional materials as required by the student is not a valid reason to be excused from one's academic obligations. Students should contact AS immediately if a solution to access additional materials cannot be arranged with the professor(s).
- Access to lecture material does not allow the student to miss classes. Attendance is an evaluation requirement as an institutional policy and applies to all Tyndale University College & Seminary students.
- Any material provided to the student is protected and must only be used by them.

### Professor's role:

- Respond to the student's request for this approved accommodation
- Determine a suitable arrangement to provide student's their required material(s)
- Contact AS and recommend an equivalent alternative if an arrangement cannot be determined

### Accessibility Services role:

- Work with the student to obtain appropriate documentation and determine the eligibility for this accommodation
- Consult with student(s) and professor(s) on the types of lecture material required and available respectively
- Facilitate self-advocacy skills for students to communicate with professor(s) to request appropriate materials