

## Professor's Slides Accommodation

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

Students with this approved accommodation may require access to additional lecture material, which normally encompasses access to PowerPoint slides from a class lecture. This accommodation provides students with disabilities equal opportunity to participate and acquire learning during lectures. Providing PowerPoint slides from a lecture does not include supplementary support but instead, complementary material to facilitate the student's learning.

### Student's role:

- Submit documentation to 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 PowerPoint request from [Insert Student Name and ID]

Body of the email:

Hello Professor **[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 used in class **[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 information.

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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### **Student's role (continued):**

- 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 PowerPoint slides cannot be arranged with their 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 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 requested material.
- 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 availability of PowerPoint slides and possible alternative material where appropriate.
- Facilitate self-advocacy skills for students to communicate with professor(s) to request PowerPoint slides from class.