

# FACULTY CHECKLIST

- ☐ My syllabus accessibility statement is up to date and on the first page.
- ☐ I logged in to the CUNY-Accommodate Online Portal and have reviewed and signed all accommodation letters.
- ☐ I understand that students registered with \*OAS who receive testing accommodations will take their exams/quizzes in \*OAS, unless the student has specifically chosen to take the exam in class and chosen not to apply the extended time accommodation.
- ☐ I have submitted the exams/quizzes to \*OAS with specific instructions (either by email, through the CUNY Accommodate platform, or by dropping off the exam in person.) at least **24 hours before** scheduled exam.
- ☐ For online exams, I added extended time on Brightspace or any other online platform used.
- ☐ I contacted CUNY-Accommodate/\*OAS or reviewed faculty guidance for any questions or concerns about accommodations. Please see \*OAS contact below.
- ☐ I am prepared to refer students to the Office of Accessibility (OAS) who directly disclose that they have a disability and are requesting accommodations/ academic adjustments.

**Please maintain confidentiality of all students accommodations**

\*OAS-OFFICE OF ACCESSIBILITY

## Contact Us

### For More Information

Email: [accessibilityservices@jjay.cuny.edu](mailto:accessibilityservices@jjay.cuny.edu)

Phone #: 212-237-8031

Office: NB L.66

