TMCC
Truckee Meadows Community College
Disability Resource Center

CHECKLIST FOR COURSE ACCESSIBILITY

Please contact the TMCC Disability Resource Center if you have any questions.

Syllabus
☐ The course syllabus is in an electronic and accessible format prior to the start of class, ideally prior to the opening of the registration period for the course. *and* ☐ The course syllabus includes a statement regarding support for students with disabilities.

Video and Audio
☐ Video or audio content to be shown in class or accessed online is closed captioned and/or transcribed. *or* ☐ A plan has been established to provide an equal alternate form of access to video or audio content that is not captioned or transcribed.

Print Materials
☐ Textbook requisitions are sent to the bookstore by established deadlines. *or* ☐ A plan has been established to ensure access to an equal alternate form of print materials is available the first day of class.

Course Readers/Course Packs
☐ An accessible electronic version of the course reader or written material is available on the first day of class. *or* ☐ A plan has been established to provide an equal alternate form of access on the first day of class.

Library and Outside Content
☐ Library materials, third-party content and learning management systems for the course have been checked to ensure they can be accessed by users of assistive technology. *or* ☐ A plan has been established to provide an equal alternate form of access to the content.

Handouts Distributed Online/Print
☐ Course materials created in Microsoft Word, PowerPoint and Adobe Acrobat PDF are accessible. *or* ☐ A plan has been established to provide an equal alternate form of access.

Non-Print Materials
☐ Course content housed or accessed online is in an accessible format. *or* ☐ A plan has been established to provide an equal alternate form of access to course content housed online (e.g., syllabus, assessments, handouts, discussion threads, online meetings, video, audio, etc.)

Faculty Websites
☐ Web accessibility best practices have been followed when designing faculty webpages and posting materials. *or* ☐ A plan has been established to provide an equal alternate form of access to the content.