



**Date: July 24, 2020**

**To: All Faculty; All Adjuncts**

Colleagues,

The University of North Florida is committed to providing an inclusive and welcoming environment for all. This commitment means that we continuously improve the accessibility of our campus, programs and activities for individuals with disabilities and create an environment in which access to programs and facilities is seamless.

**Instructional materials distributed to students must be accessible at time of publication.** This is essential for people with disabilities and useful for all. Making instructional materials accessible helps students with specific accommodations while also improving the experience for all students in a class. **It's the right thing to do.**

UNF's Americans with Disabilities Act Accessibility for Information and Communication Technology (ICT) policy ([6.0240P](#)) requires that we ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals. This applies to the use of web pages, web-based applications, and information technology to be used by UNF students, faculty members, and staff, including the **Canvas Learning Management System** and its integrations.

Additionally, the University of North Florida (UNF) entered into a resolution agreement with the United States Department of Education's Office of Civil Rights (OCR) that requires UNF ensure that all new online content and functionality developed, procured, or used will be fully accessible.

The University has identified the [Web Content Accessibility Guidelines \(WCAG\) 2.1](#) as its standard for web content accessibility and provides a number of tools and services to assist instructors in providing accessible instructional materials and minimizing the need for academic accommodations, which are necessary when course materials are not accessible.

The **Center for Instruction and Research Technology (CIRT)** is a resource for faculty to proactively develop accessible courses and course materials and provides the following services:

- [Training](#) on the creation of accessible documents and other course materials.
- [Individual consultation](#) on Document Accessibility and Course Reviews.
- [Course Accessibility Checklist](#) for self-review.
- An accessibility checker, [Ally](#), for files in the Canvas Learning Management System.
- Information and services for [captioning and transcripts](#) of course media.

For more information, visit CIRT's [Canvas Accessibility page](#) or contact them at 620.3927 or [cirtlab@unf.edu](mailto:cirtlab@unf.edu).

The **Disability Resource Center (DRC)** coordinates and ensures services and accommodations for registered students with disabilities and acts as a gateway for disability-related information and guidance. Those services include extended time on tests, note takers, sign language interpreters, the use of computers, calculators, spell check devices, alternate text, and assistive technology.

For more information, visit [DRC's page](#) or contact them at 620.2769 or [drc@unf.edu](mailto:drc@unf.edu).

Thank you for your commitment to serving all of our students.

Yours faithfully,

A handwritten signature in black ink, appearing to read "S. J. Rhodes". The signature is written in a cursive, flowing style.

Simon J. Rhodes, Ph.D.  
Provost and VP Academic Affairs