# Checklist for a Universally Designed Syllabus

The syllabus is available (including instructions for access) in a standard electronic format (HTML, DOC, ODF, etc.) that allows customization of the display (e.g. web browser, word processor, etc.)

The delivery mechanism (e.g. web site, ftp repository, etc.) providing the syllabus supports multiple simultaneous connections.

Syllabus file can be downloaded through a dial-up connection in less than 30 minutes, or is provided in separate files which can each be downloaded in less than 30 minutes.

Syllabus is available in at least 16 point or larger.

Syllabus uses a sans serif font.

Syllabus can be rendered with a foreground/background color combination that provides brightness and color contrast (see W3C WCAAG guidelines).

Tables within the syllabus can be edited by the student to correct errors on local copies.

Tables within the syllabus are easily understood with clear associations of headers with the relevant cells.

Tables within the syllabus include caption/summary text explaining/describing the purpose of the table.

Wherever color is used to call attention to content or provide information (e.g. dates in red are test days), option is available without color.

Whenever text highlighting, font selections or other text decoration is used to call attention to specific content or to provide information (e.g. assignment due dates are shown in Times Roman on the calendar) the same information is available without the recognition of font.

The content of the syllabus is arranged in logical sections (similar information grouped together) using the Word "styles" feature for headers separating the sections.

Syllabus sections and section labels are defined using logical, rather than visual formatting (e.g. Word "styles" rather than manual font formatting).

The syllabus uses simple, direct language at the level of readability for the student entering the course (includes minimizing jargon, using clear sentence structure, and avoiding ambiguity in presentation).

The syllabus describes the process for receiving accommodations and includes information about student service offices available on campus (e.g. the student disability center, tutoring services, etc)

http://access-ed.r2d2.uwm.edu/

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For more information, a Template and/or Exemplary Syllabi:

http://www.uwplatt.edu/tec/udgenerator/index.html

For a Syllabus Tutorial:

http://www.portals.emory.edu/sylideas.html

For a Rubric for Evaluating Your Course Syllabus:

http://enact.sonoma.edu/uploads/1d/7d/1d7d78767573275efbe08071d868b041/EnACT_UDL_Syllabus_Rubric.pdf