

Student Accessibility Services Faculty/Instructor Accessibility Reminders

Updated Fall 2025

Syllabi:

The REQUIRED syllabi statement for ADA and Student Accessibility Services is as follows:

ADA and Student Accessibility Services – Updated Dec2022

This statement is required to appear in all syllabi

Muskingum University aims to create a learning environment that is accessible for all students. In accordance with the Americans with Disabilities Act, any student with a need for accommodations based on a temporary or long-term disability is encouraged to contact Student Accessibility Services to determine the reasonable accommodations that may be available. Students requesting accommodations will need to schedule a meeting with Student Accessibility Services and provide documentation supporting the need for the requested accommodations. Accommodations are not retroactive; therefore, students should contact Student Accessibility Services as soon as possible when accommodations are needed. Student Accessibility Services is located in Walter Hall, Office 26 and can be reached by phone at 740-826-8280 or by email at accessibility@muskingum.edu. Additional information about services and supports can be found at www.muskingum.edu/accessibility.

Canvas Preparations:

Please check your courses and documents for accessibility. The following guiding questions can help you to increase the accessibility of your course and materials. Accessibility checkers can help to identify accessibility barriers.

Accessibility Questions & Tips (Aligned with WCAG 2.2)

Keyboard Access

- Can users access all functions and content, and complete all tasks, independently by using only the keyboard (<tab>, <enter>, <spacebar>, <esc>, and arrow keys)?
- Can users exit all components (no “keyboard traps”)?
- Are there alternatives to dragging or swipe gestures (e.g., arrow keys, click actions)?

Logical Reading Order

- Does the keyboard navigation and screen readers follow a logical, predictable order?
- Is the focus order meaningful and intuitive?

Alternative (Alt) Text

- Are all important images and graphics labelled with meaningful text, associated captions, or adjoining descriptions so people who are blind and use assistive technology will have access to the relevant information contained in the image or graphic?

Links

- Are links well-named and unambiguous so users can understand the purpose and destination without relying on nearby content?
- Are ambiguous link names avoided (e.g., “click here,” “read more,” “see all,” “[http://...](#)”)?

Color & Contrast

- Is there at least a 4.5:1 contrast ratio for normal-size text and a 3:1 contrast ratio for large-scale text?
- Are icons, focus indicators, and graphics checked for sufficient contrast (not just text)?
- Are there any instances where color alone is used to distinguish an object, state, or meaning?

Videos & Multimedia

- Is captioning present for prerecorded video and audio?
- Is captioning provided for live video/audio (if applicable)?

Magnification & Reflow

- Have you re-tested everything when content is magnified (at least 200%)?
- Does the layout reflow properly at 400% zoom without requiring horizontal scrolling?

Focus Indicators

- When navigating with a keyboard, is the current focus indicator clearly visible?
- Does the visible focus meet contrast and size requirements (not just a faint outline)?

Target Size

- Are clickable/touchable elements (buttons, links, icons) large enough to activate easily (at least 24×24 CSS pixels) unless spacing or context makes them distinguishable?

Redundant Entry

- Are users prevented from needing to re-enter the same information multiple times in a process (e.g., autofill or carry-over data is supported)?

Electronic Documents

- In addition to all tips above, have you checked accessibility using the software’s built-in accessibility checker?
- Microsoft Word – “Check Accessibility” feature
- Adobe Acrobat Pro – “Accessibility Checker” feature
- Canvas - “UDolt” feature

If you have any questions or need support in increasing the accessibility of your courses, please feel free to reach out to Student Accessibility Services at accessibility@muskingum.edu or by calling 740-826-8280.

We wish everyone a great academic year!