

# Accessible Syllabus Checklist

## APSU Distance Education Department

### ADA Statement in Syllabus

- All syllabi must include the standard ADA Statement found in [APSU Faculty Handbook](#). Feel free to use the sample statement below:

**Students with Disabilities:** Austin Peay State University abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, communicate with me or Office of Disabilities Services in Morgan University Center 114 on the Clarksville Campus, 931-221-6230, [disabilityservices@apsu.edu](mailto:disabilityservices@apsu.edu), so that reasonable accommodations may be arranged.

### Text / Font

- Use Sans Serif fonts - Arial, Verdana, Calibri, not ~~Times New Roman~~
- Use one font type throughout the syllabus for clarity and consistency
- Use font size 14 pt. for paragraph text
- Use appropriate built-in style to format headings and subheadings - i.e., Top level heading (title) is Heading 1; Main topics are Heading 2; Subtopics are Heading 3, etc.
- Avoid overuse of CAPS, **bold**, *italics* for emphasis - use “Please Note” OR “Remember” instead
- Avoid underlining words – can be mistaken for a web-link

### Colors

- Use dark font colors on light backgrounds - preferably black text on a white background
- Avoid overuse of colors for emphasis - preferably no more than 3 colors
- Avoid using color alone to convey key information – X & X vs. Y & N (notice the symbol changes along with the color)

## Images (Picture, Chart, Graph, Non-text)

- Image quality is clear – sharp focus, not pixelated, appropriate size
- Avoid blinking/bright images, text, or cursors - can cause seizures
- Add alternative text (alt-text) description conveying pertinent information

## Links / Hyperlinks / URLs

- Avoid using “Click Here” or “More” for links
- Provide descriptive link titles NOT the link address - for example, “Visit the [APSU website](#) for more info.” **NOT** “Visit <https://www.apsu.edu> for more info.”
- Indicate clearly if and when links open in a new window - for example, “Visit [McGraw Hill Connect \(link opens in new window\)](#) to see textbook resources.”

## Tables

- Avoid unnecessary merges/splits in table if possible
- Add title and alternative text (alt-text) description for the table - right click, click “Table Properties > Alt-text” and add appropriate title and description
- Specify Header row and set to repeat on top of each page - right click on row, click “Table Properties > Row” and make sure the “Repeat as header row” option is checked

## Tools to Check for Accessibility in Microsoft Word

- File > View > Navigation Pane** – Verify document structure/table of content
- File > Info > Check for Issues > Check Accessibility** – Get a green check

## Helpful Resources

- APSU Distance Education
  - [Accessible Syllabus Video Series](#)
  - [Accessibility Quick Guide](#)
- WebAIM – [MS Word: Creating Accessible Documents](#)
- Microsoft Office Support - [Accessibility Checker for Word](#)