

WHAT'S NEW FOR AY2026-2027?

We have updated the attached Course Syllabus template to support **ADA Title II–compliant formatting and accessibility best practices** while preserving the template's required content.

What has changed in the template (accessibility/formatting updates)

- **Heading structure is now ADA-friendly and consistent.** Section titles are formatted as true headings (Heading 1/2/3), which supports screen-reader navigation and improves the document's Accessibility Checker results.
- **Cover-page placeholders were made accessible.** "Fill-in" fields are shown as bracketed placeholders (e.g., **[Semester, Year, and Session]**) rather than relying on highlighting/color to signal what needs to be completed.
- The **Montgomery County Community College logo remains on the first page only**, centered above the semester line, and includes **alt text** for screen readers.
- **Lists are properly formatted as real lists** (instead of visually formatted bullets), improving readability and assistive-technology interpretation.
- **Decorative blank spacing was reduced** to improve reading order for screen readers.
- **Use of Faculty Notes** to clarify the information that is needed to complete most of the sections, for a customized syllabus that meets requirements while allowing you to highlight important information about your course and set expectations for students.
- The **Accessibility/Zoom/Teams clause** ("Accessibility, Privacy, and Use of Transcription in Zoom and Microsoft Teams"). Transcription will remain enabled for all Zoom meetings to ensure ADA-aligned accessibility. However, to maintain FERPA compliance and protect student privacy, only the host and co-host will have the ability to download or save transcripts. Participants (including students) will not have the ability to download, save, or export meeting transcripts. This clause has been created by the IDT Committee and approved by the EEC. The clause appears **under the Accessibility and Accommodations (ADA) / Disability Services section** for better organization and findability. Within that clause, **"In Zoom:"** and **"In Microsoft Teams:"** are formatted as subheadings for easier navigation.

How to use the template to create your ADA Title II–compliant syllabus

1. **Save a copy** of the template (do not edit the master).

2. Replace bracketed items like **[Course Name]**, **[meeting time]**, and **[response-time expectation]** with your course-specific information.
3. **Do not type section titles manually** or “fake” headings with bold/underline.
 - Instead, **keep the existing headings as-is** and type your content under them.
4. When adding new sections, use Word’s built-in heading styles:
 - Use **Heading 1** for major sections.
 - Use **Heading 2** for subsections under a major section.
 - Use **Heading 3** for sub-subsections (e.g., within the Zoom/Teams clause).
5. Use Word’s **bullets/numbering tools** for lists, such as the Student Learning Outcomes, Activities and Evaluation Methods. (do not create manual bullets with hyphens or symbols).
6. If you insert images (charts, screenshots, etc.), **add alt text**:
 - Right-click image → **View Alt Text** → enter a short description.
7. Before distributing your syllabus, run Word’s built-in check:
 - **Review → Check Accessibility**
Resolve any items flagged under Errors/Warnings.

Faculty notes

All **Faculty note**: items remain in the template and are intended to guide what must be included and what must match required course documentation (e.g., ACT 335). Please keep these notes while drafting and remove them only if/when your Division/Department’s process indicates they should not appear in the final student-facing syllabus.

If you have questions about using the template or about accessibility formatting, please reply to this message.

Thank you,

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