

Communicating your policy on providing reasonable accommodations – Syllabus Statement Examples

Student Accessibility Services recommends, at a minimum, that all faculty members include a statement in their syllabi regarding reasonable accommodations. Such a statement makes it clear to students that you are aware that some students require accommodations. It also will help them be more comfortable and forthcoming in discussing their approved accommodations with you. Below are two examples of syllabus statements. You may adapt them or develop your own.

Accessible/Compliant Statement:

If you are a student with a disability or think you may have a disability and need accommodations, please contact Student Accessibility Services, located in Schaffer Library, Room 222. You may refer to the SAS webpage for more information: union.edu/accommodative-services. If you are already registered with SAS, please schedule a time to speak with me as early as possible in the term so we can discuss your approved accommodations. Untimely notice could result in a delay in the receipt of reasonable accommodations.

Accessible, Inclusive, and Compliant Statement:

Union College is committed to creating an accessible and inclusive learning environment consistent with college policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability or think you may have a disability and need accommodations, please contact Student Accessibility Services in Schaffer Library, Room 222. Please refer to SAS's webpage for contact and more information: union.edu/accommodative-services. If you are already registered with SAS, please schedule a time to speak with me as early as possible in the term so we can discuss your approved accommodations. Untimely notice could result in a delay in the receipt of reasonable accommodations.

Use of Laptops in Class: Please be aware that there are instances when a student registered with Student Accessibility Services will need to use various technologies during your class. These will be outlined in the Accommodation Letter. These accommodations may include, but are not limited to, a laptop to take notes, assistive technology to audio record class lectures, and other types of technology as needed. If a laptop is an approved accommodation, but you have a general policy of prohibiting laptop use in class, a policy modification for the student with a disability is reasonable. In order not to publicly identify the student with a disability, faculty are encouraged to state on the syllabus something like the following: Exceptions for the use of a laptop may be granted for accommodations or for other compelling reasons at the discretion of the instructor.