

Sample Syllabus Statements

The Office of Civil Rights requires the college to inform students with disabilities of the services available to them. They "strongly suggest" that class announcements and syllabus statements are the most effective method. Please include one of the following statements on each of your syllabi. If you prefer, you are welcome to develop your own statement. It should inform your students that accommodations are available for students with disabilities, you are willing to provide those accommodations, and how they can "get the ball rolling" to receive the accommodations. Be sure it is clear, preferably in writing or when they contact you, that they should register with ACCESS as well as speak to you personally in order to use academic or testing accommodations. This is for your protection as well as the protection of the student and the college.

Recommended Sample Statement:

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact ACCESS as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made. The phone number for ACCESS is (805) 378-1461 and they are located in the LMC building, near the Campus Center.

Other Options

- If you have a disability, you are encouraged to contact ACCESS at 378-1461. Their office is in the LMC building, near the Campus Center Building. They will help you determine what assistance is available for you.
- If you have a hidden or visible disability, which may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with ACCESS at 378-1461. Their office is in the LMC building, near the Campus Center Building.
- If you have specific physical, psychiatric or learning disabilities and require accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will also need to provide documentation of your disability to ACCESS at 378-1461. Their office is in the LMC building, near the Campus Center.
- This institution abides by Section 504 of the Rehabilitation Act of 1973 that 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 and hearing, sight, or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see me and register with ACCESS at 378-1461 so that such accommodations may be arranged.

It is also suggested that instructors make a similar verbal statement at the beginning of each course to set a positive tone of acceptance for student diversity.