

Disability Statement for Syllabus

Disability Statement Definition:

A statement placed on a course syllabus that indicates a faculty member's familiarity with the institution's ADA compliance obligations and their willingness to provide reasonable accommodations to a student with a disability.

Suggested syllabus statements faculty can use or adapt:

- 1) Any student who feels they may need an accommodation based on the impact of a disability is encouraged to contact the [Office of Disability Services \(DSS\)](#) to coordinate reasonable accommodations. Email dss@ccri.edu to begin the process.

OR

- 2) Any student with a documented disability is encouraged to contact the [Office of Disability Services for Students](#) to coordinate reasonable accommodations as early in the semester as possible. Email dss@ccri.edu to begin the process.

Please feel free to paste one of the above statements (or something similar) into your syllabus as a way of encouraging students to utilize or seek accommodations early in the semester.

Welcoming in-class statement

In addition to including a statement on the course syllabus, it is recommended that faculty make a verbal announcement at the beginning of the semester that invites students with disabilities to come forward and discuss any needs or to contact the Office of Disability Services (DSS) for support. This should be done at the time the course syllabus is reviewed and expectations are outlined.

An example of such a statement would be:

"If you have a documented disability and have an accommodation plan with the Office of Disability Services, please reach out to DSS to have the letter sent to me. If an accommodation letter has already been sent, please let me know if you would like to discuss your accommodations privately so that I may support your success in this course."

Both the syllabus and verbal statements should be seen as an invitation to students who have disabilities to meet with the faculty member in a confidential environment to review course requirements, and to discuss their needs for accommodations in the

course. It is important to keep in mind that a student-initiated meeting is not a requirement for accommodation implementation.

If there are specific accommodations for an individual student that you need to address for your course, you may reach out to the student to discuss them.

Principles of reasonable course accommodations:

- Accommodations are a shared responsibility between student, faculty, and Disability Services (DSS) Coordinator.
- Students already working with DSS must request that their accommodation letters (RFA) be sent to their professors each semester. The DSS office has documentation on file that supports the need for the requested accommodations; **instructors should not ask a student for documentation.** If you have questions regarding the accommodations, please contact the DSS coordinator on your campus.
- The RFA letter is an opportunity to discuss the accommodations requested, however, **students are not required to discuss their accommodations for them to be implemented.** If you do meet with a student, it is important that the disability itself not be discussed unless the student shares this information. **Do not ask a student to identify their disability,** rather, discuss the logistics of the accommodations for your class.
- A statement on the syllabus and an announcement in class normalizes the accommodation process by treating it as just another part of the course.
- It is recommended that academic departments develop statements that are consistent with each course offering.