

As an instructor, you can help minimize the stress students may experience in the request for their accommodation process. You can make an announcement the first class meeting and include a statement on the syllabus inviting your students who may need to request accessibility accommodations to meet with them to discuss their requested accommodation needs.

What should your syllabus statement contain?

The wording of the statement should include the following four pieces of information:

1. **An invitation for the student to meet confidentially to discuss their need for academic adjustments and to work out the details of their requested accommodations.** This discussion should lead to an understanding about how the academic adjustments will fit into the curriculum. A plan should be developed to provide the requested accommodations.
2. **Notification of importance of the students presenting their requests for accommodation in a timely manner.** Instructors can ask students to make accommodation requests at the beginning of the semester, but you need to be flexible in certain cases. Some students may have been diagnosed with a diagnosis in the middle of a semester, or administrative delays may impede the processing of necessary paperwork.
3. **An invitation for students to reach out if they encounter any access barriers.**
4. **A statement encouraging students to register with Accessibility Accommodation Services, if they have not done so previously,** for disability verification and to determine reasonable accommodations.

Recommended Syllabus Statement:

Students with Accessibility Accommodation Needs: Your access in this course is important to me. Please request your accommodation letter early in the semester, or as soon as you become registered with AAS, so that we have adequate time to arrange your approved requested accommodations.

- Once AAS approves your accommodation letter, it will be emailed to both you and me. *[Optional, if applicable to your course: It is your responsibility to also email your accommodation letter to [insert name and title].]* Please follow up with [me, TA, etc.] to discuss the necessary logistics of your requested accommodations.
- If you are approved for exam accommodations, please consult with [me, AAS, course staff, etc.] at least two weeks before the scheduled exam date to confirm the testing arrangements.
- If you experience any access barriers in this course, such as with printed content, graphics, online materials, or any communication barriers; reach out to AAS office right away.
- If you need an immediate accommodation, please speak with me after class or send an email message to me and AAS at speedc@gram.edu.

If you have, or think you may have a disability, please contact Accessibility Accommodation Services for a confidential discussion: speedc@gram.edu or willish@gram.edu, 318-274-3277.