

Examples of Syllabus Statements Inviting Students with Disabilities to Request Accommodations in the Classroom

1. I wish to fully include persons with disabilities in this course. Please let me know if you need accommodations in the curriculum, instruction, or assessments in this course to enable you to fully participate. I will attempt to maintain confidentiality of the information you share with me. *(From the School of Education's Equity Committee)*
2. The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform faculty [me] of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty [I], will work either directly with the student [you] or in coordination with the McBurney Disability Resource Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA. *(UW-Madison Committee on Access and Accommodation in Instruction)*
3. I wish to fully include persons with disabilities in this course. It is in your best interest if you inform me as soon as possible regarding any special accommodations in the curriculum, instruction, or assessments of this course that may be necessary to enable you to fully participate in this course. Please be prepared to provide me with documentation from the McBurney Center (a copy of your VISA) by September 19, 2008. Special accommodations for individuals with obvious or documented disabilities require 2 weeks advance notice I will try to maintain confidentiality of the information you share with me. *(Jeffrey B. Henriques, Senior Lecturer, Department of Psychology, Teaching Academy)*
4. Students who are requesting any accommodations on the basis of disability should schedule an office appointment with me within the first three weeks of the semester. Please schedule this office appointment by *(indicate your preferred method for communication: email, phone call, office secretary, etc.)*. To maintain the confidentiality of your request, please **do not** approach me before or after class to discuss your accommodation needs.
5. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we may work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course. The McBurney Disability Resource Center provides resources for students with disabilities. You will need to provide documentation of disability to them in order to receive official university services and accommodations.
6. Please don't hesitate to let me know if you require assistance or accommodations for any reason. I look forward to working with you to meet your learning goals.
7. Students with Disabilities: Please contact me early in the semester if you have a documented requirement for accommodation to obtain equal access to this class or to any assignment I may give. If you have any questions about this I hope you will also feel free to contact me. I am quite willing to work with students to find the best way to achieve this accommodation.

For additional support and advice on accommodations in the classroom, contact the McBurney Disability Resource Center.