

At the December meeting of the Faculty Senate, the Senate approved the following statement, which has the endorsement of CAS, to be added as a mandatory item for all course syllabi.

At Alfred University we strive to make all learning experiences as accessible as possible. Please let me know if you anticipate or experience a physical or learning barrier based on a disability. I am willing to meet with you individually to confidentially discuss your learning needs. However, to request formal instructional or testing accommodations, please consult with the Center for Academic Success (CAS) which is located on the second floor of Herrick Library (607-871-2148; CAS@alfred.edu). The CAS office is responsible for reviewing disability documentation, determining eligibility for reasonable accommodations, and helping students with disabilities request and use accommodations in order to allow equal access to all learning environments.

Dear Faculty,

In reviewing the new AU Policy on Syllabi, I was pleased to see “*SAS services and contact information*” listed as a recommended component. In an effort to make it as easy as possible to include this information on your syllabi, I have prepared a list of suggested statements. Feel free to choose one of the versions listed below, or create your own version which includes similar information. Please contact me if you have any questions or concerns.

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SUGGESTIONS FOR SYLLABI STATEMENTS REGARDING STUDENTS WITH DISABILITIES

Students with disabilities at Alfred University should discuss their accommodation needs with their professors, but the office of Special Academic Services (SAS) determines eligibility for accommodations and assists in the provision of services. Including this information in your syllabus informs students of the existence of our office, and that they may qualify for support services. Additionally, some students are shy, intimidated or embarrassed about their disability, making it difficult for them to approach their instructors and request accommodations. Including such a statement in your syllabus lets students know that you are approachable, and they may feel more comfortable making the initial contact to request disability accommodations. The key ideas to emphasize in a syllabus statement are:

- You want your students to benefit as much as possible from your class and are willing to discuss their needs with them.
- The students are responsible for advocating for themselves and making their needs clear.
- The Special Academic Services office (SAS) is the best resource at Alfred University for disability service and information.
- You respect the confidential nature of disability information.

The following statements present options for outreach to students with disabilities that have been used successfully at AU, as well as at other universities.

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- **Students with Disabilities:**
If you have specific learning, psychological or physical disabilities that you believe may require academic accommodations, please let me know early in the semester so that your learning needs may be appropriately met. All discussions will remain confidential. If you have not already registered with Special Academic Services (SAS), you will need to provide documentation of your disability to SAS, located in Crandall Hall (x2148; SAS@alfred.edu)