

Sample Syllabus Statements

It is strongly suggested that every course syllabus include a statement addressing the responsibilities of faculty and staff in relation to students with disabilities. Here are few suggested disability statements:

1. If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that a Disability Resources staff send a SAAR form verifying your disability and specifying the accommodation you will need.
2. If you have a disability and require accommodations, please contact the instructor early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Disability Resources (DR) office, located on the main floor of the Student Services Building, Room 1076, 515-294-7220.
3. Iowa State University complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Any student who may require an accommodation under such provisions should contact me as soon as possible and no later than the end of the first week of class or as soon as you become aware. No retroactive accommodations will be provided in this class.
4. This material can be provided to you in alternative format. Anyone who anticipates difficulties with the content or format of the course due to a physical or learning disability should see me immediately in order to work out a plan. You may also want to contact the Disability Resources (DR) office, located on the main floor of the Student Services Building, Room 1076 or call them at 515-294-7220.
5. If a student has a disability that qualifies under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and requires accommodations, he/she should contact the Disability Resources (DR) office for information on appropriate policies and procedures. DR is located on the main floor of the Student Services Building, Room 1076; their phone is 515-294-7220.
6. Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Disability Resources Office at 515-294-7220 in room 1076, Student Services Building to coordinate reasonable accommodations for students with documented disabilities.
7. If you have a documented disability that requires assistance, you will need to go to the Disability Resource (DR) Office for coordination of your academic accommodations. The DR is located in the Student Services Building, Room 1076. Their phone number is 515-294-7220, TDD 515-294-6335.
8. Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) form from the Disability Resources (DR) office (515-294-7220). DR is located on the main floor of the Student Services Building, Room 1076.