



Best Practices

Suggested Syllabus Statement Regarding Accommodations for Students with Disabilities

Spring 2016

Please consider including a statement in your course syllabus encouraging students with disabilities to contact Celeste Ryan, Instructor/Coordinator Special Programs and Services Office. Including this information in your syllabus helps to inform students about the existence of the Special Programs Office and may let them know that their particular disability may qualify them for 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 may help them feel more comfortable making the initial contact to request disability accommodations.

As you develop your syllabus for the upcoming term, consider using the following statement:

Your experience in this class is important to me; it is the policy and practice of Coastline Community College to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers or are qualified for accommodations, please contact Celeste Ryan, Instructor/Coordinator, Special Programs and Services at (714) 241-6214 ext. 17217 or cryan@coastline.edu.

Special Programs and Services offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process between you, your instructor, and the Special Programs and Services Coordinator. If you have not yet established services through Special Programs, but have a temporary or permanent disability that requires accommodations, please contact Special Programs and Services Office, at your earliest convenience, for a confidential intake interview and application for services.

If you have any questions about Special Programs and Services do not hesitate to contact Celeste, she is not only a resource to our students but to you as well.