

Accessibility and Inclusion Statement

Wallace, Jeramy

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To: CSM Faculty <CSM_Faculty@smccd.edu>

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Colleagues,

Many of you have asked for language to include in your syllabi regarding accessibility and inclusion, especially as it related to DE and online learning. Please see below for sample syllabi statements from Erica Reynolds. I'd encourage everyone to include some type of language around accessibility. It pairs nicely with the educational equity statement.

Happy Holidays, and I will see you all in January!

Jeramy

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From: "Reynolds, Erica" <reynoldse@smccd.edu>

Date: Wednesday, December 12, 2018 at 4:25 PM

To: "Wallace, Jeramy" <wallacej@smccd.edu>

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Subject: Accessibility and Inclusion Statement

Hi Jeramy,

Below are two versions of an Accessibility and Inclusion Statement that we would like faculty to include in their syllabi. In both sample statements, the first and third paragraphs can be customized by the instructor as needed, however the second paragraph should be kept as written below. The second paragraph relates to the DRC and their process for students with a verified disability.

Sample One

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you are a student with a verified disability, or think you may have a disability, please contact the [Disability Resource Center \(DRC\)](#). The Disability Resource Center provides academic adjustments and auxiliary aids to support students who have a verified disability. The DRC is located in Building 10, Room 120 and can be reached at (650) 574-6438 or csmdrc@smccd.edu. Please visit the [DRC website](#) (<http://collegeofsanmateo.edu/dsps/>) for contact and other information.

If you have already been approved for accommodations through the Disability Resource Center, please contact me at [insert email address] or [insert phone number], so we can develop an implementation plan together.

Sample Two

It is my goal to create an accessible learning environment that is as inclusive to all learners as possible. If you experience any barriers to learning in this course, or anticipate any issues related to the format or materials, in this course, please contact me as soon as possible, so we can explore potential options. I can be reached at [insert email address] or [insert phone number].

If you are a student with a verified disability, or think you may have a disability, please contact the [Disability Resource Center \(DRC\)](#). The Disability Resource Center provides academic adjustments and auxiliary aids to support students who have a verified disability. The DRC is located in Building 10, Room 120 and can be reached at (650) 574-6438 or csmdrc@smccd.edu. Please visit the [DRC website](#) (<http://collegeofsanmateo.edu/dsps/>) for contact and other information.

If you have already been approved for accommodations through the Disability Resource Center, please contact me at [insert email address] or [insert phone number], so we can develop an implementation plan together.

Thank you and Happy Holidays,
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