

INSTRUCTOR'S SYLLABUS STATEMENT

The following syllabus statement is recommended for all CMC instructors:

"CMC students with disabilities who are requesting accommodations should use the following procedure: contact DSPS in Student Services, submit documentation of your disability to the DSPS office, complete an initial interview with the DSPS Coordinator regarding services and accommodations, and receive a Faculty Notification Letter to share with your instructor. CMC requests you complete this process at least ten working days before your accommodation is needed, in order to allow DSPS staff and CMC instructors time to provide your accommodation. "

This procedure is important for three main reasons:

1. Educational Support for Student Success

A referral to a DSPS Coordinator assures the student has the opportunity to learn more about the types of disability-related support services that are available on campus and in the community. A referral to DSPS gives the student the opportunity to learn and utilize all the disability-related programs and services that will lead to student success.

2. Civil Rights and Responsibilities

A referral to DSPS is an opportunity for students to learn their civil rights. The Americans with Disabilities Act mandates a level of student responsibility that involves many skills. DSPS students learn how to request their accommodations and support services ahead of time. DSPS students learn how to communicate their disability-related challenges, analyze their academic strengths, identify the resources necessary to be successful, understand the fundamental requirements of their courses, and communicate their need for reasonable accommodation. In this way we hope the students will be better prepared for transfer and employment.

3. Compliance

The Office of Civil Rights requires a standardized, published procedure for students with disabilities who are requesting accommodations. CMC strives to be in legal compliance. A standardized procedure lends assurance that CMC decisions regarding accommodations are equitable and consistent. Such a process not only protects the students, but also protects faculty and staff. CMC wants students to receive accommodations in order to have access to learning and assessment. However, CMC also wants to ensure that students are meeting the fundamental requirements of our CMC programs and curricula.