September, 2012

Dear Colleague:

At the beginning of each semester, we write to each of you about how faculty can assist students with disabilities in securing necessary classroom accommodations. Some students, especially those with invisible disabilities, may be hesitant to approach faculty members to discuss openly their disabilities and possible accommodations needed. We have found that the statement below helps to bring about better communication between students and faculty on disability-related matters.

“Students with disabilities who will be taking this course and may need disability-related accommodations are encouraged to make an appointment to see me as soon as possible. Disabled students who need test or classroom accommodations must be registered in advance with the Office of Disability Services (ODS) in 105 Hewitt.”

Please include this statement in all course syllabi; an additional in-class announcement would also be helpful as a reminder for students to take responsibility for their disability-related needs.

Thank you for your support of our students with disabilities at Barnard. We appreciate your cooperation.

Sincerely,

Morgan Murray           Paul E. Hertz
Director                Acting Provost
Office of Disability Services

SEQ/sml

ODS 9/12