

**California State University, Bakersfield
Academic Senate**

**Recommendations for Disseminating Information about the
Office of Services for Students with Disabilities**

RESOLVED: That the Academic Senate, California State University, Bakersfield recommend to the President that efforts be made to inform students about and encourage students to use the Office of Services for Students with Disabilities, when appropriate.

RESOLVED: That Section 303.1.5—Course Syllabus of the Faculty Handbook be amended to require a statement about Services for Students with Disabilities. Specifically, that the following change be made:

“Faculty shall provide a course syllabus to students in each of their classes which, in addition to standard information (e.g., instructor name, course name, days and time of course, office hours, contact information—office, telephone number, e-mail address, etc.) contains at least the following information:

- a. course objectives;
- b. required text(s) and course materials;
- c. due dates for assignments and exams;
- d. class attendance policy;
- e. policies for turning in late assignments and making up exams;
- f. grading policy, including components to be included in the calculation of the final course grade and their respective weights;
- g. course standards for academic integrity;
- h. a statement regarding academic accommodations for students with disabilities;
- i. other issues in accord with departmental guidelines and practice.”

RESOLVED: That faculty be encouraged to include the following statement in their syllabi regarding Services for Students with Disabilities:

“To request academic accommodations due to a disability, please contact the Office of Services for Students with Disabilities (SSD) as soon as possible. Their office is located in SA 140, and they may be reached at 661-654-3360 (voice), or 661-654-6288 (TDD). If you have an accommodations letter from the SSD Office documenting that you have a disability, please present the letter to me during my office hours as soon as possible so we can discuss the specific accommodations that you might need in this class.”

The faculty at Antelope Valley should include the following statement in their syllabi:

“To request academic accommodations due to a disability, please contact the Office of Services for Students with Disabilities (SSD) as soon as possible. Their office is located in Bldg. 200, and they may be reached at 661-952-5061 (voice) or 661-952-5120 (tdd). If you have an accommodation letter from the SSD Office documenting that you have a disability, please present the letter to me during my office hours so we can discuss the specific accommodations that you might need in this class.

RESOLVED:

That information about the services offered by the Office of Services for Students with Disabilities be made readily available to students in the following ways: *added as a link to the HTML file of each web-posted syllabus; added to the Student Handbook; reviewed with all students upon their entrance to the University; reviewed with all students in the First Year Experience courses, and posted in each classroom.*

RATIONALE: There appears to be a reluctance on the part of students to use the services provided by the Office of Services for Students with Disabilities. Further, it appears that the process for using those services is not clear to students. The current methods for disseminating this information are apparently not sufficient and need to be augmented. To adequately support students with disabilities, students need additional information, both from the University and from their instructors.

**APPROVED BY ACADEMIC SENATE
FEBRUARY 23, 2006**