

*Distance Learning Office*

## Handling ADA Accommodations

All syllabi should contain an ADA statement explaining where students need to go to receive ADA accommodations. Once students self-identify as needing ADA Accommodations, they should be directed to the Adaptive Education Specialist of the Student Services Office who can be reached at 505-454-2541 or 1-800-588-7232 Extension 1216. At that point, the Adaptive Education Specialist can help students acquire the accommodations they need.

### Sample of Statement Found in a Typical Syllabus.

(Most likely your Department Director will provide you a Master syllabus for the class you are teaching with the ADA STATEMENT they prefer, but in case they don't, here is an example):

**ADA STATEMENT:** In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable laws, LCC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. Services for students with special needs include counseling, advisement, classroom accommodations, adaptive equipment, and liaison services between LCC and community agencies. Requests for such services may be made by contacting the Adaptive Education Specialist at 505.454.2541. For additional student information please refer to the Student Handbook.