To: President, University of Pittsburgh at Johnstown and Division Chairs

From: Andrew R. Blair

Date: July 1, 2011

Subject: Syllabus Statement Concerning Students with Disabilities

We are writing you again this year to ask that you encourage your faculty colleagues to insert a statement in their course syllabi that invites students with disabilities who may require an accommodation to make the instructor aware of this need and to seek assistance from the your campus’ Learning Resource Center.

The syllabus statement might read:

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Health & Wellness Services, G10 Student Union, (814) 269-7119 (voice)/(814) 269-7186 as early as possible in the term. The Office of Health & Wellness Services will verify your disability and determine reasonable accommodations for this course.

A comprehensive description of the services available through the Oakland campus can be obtained at www.drs.pitt.edu. A brief overview of that office will be provided to faculty who will be attending the August 25 New Faculty Orientation as part of the Office of Student Affairs presentation.

Please call if additional information would be helpful.

ARB:cwm

cc: Theresa Horner, Director, Office of Health & Wellness Services