



## FACULTY SYLLABUS STATEMENT FALL 2020 REVISED FOR COVID-19 ARC CHANGES

### TO: INSTRUCTOR

In keeping with University of New Mexico policy (UNIVERSITY BUSINESS POLICIES AND PROCEDURES MANUAL: “**POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**”) and defined sections: **Section 504** of the Rehabilitation Act of 1973, **Section 508:** The Rehabilitation Act Amendments of 1998, **ADA:** The Americans with Disabilities Act of 1990, and the **ADAA:** The American with Disabilities Act Amendments of 2008 - of providing equal access to individuals with disabilities, instructors are strongly encouraged to include a statement on their syllabus informing students that academic accommodations can be provided on the basis of disability if the student follows the protocol described. The following statement contains all of the elements that should be present. Instructors may want to make changes based on style preference or particular course content. It is strongly recommended that you also read this statement to the students at the start of each semester when reviewing course policies.

*In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.*

*UNM is committed to providing courses that are inclusive and accessible for all participants. As your instructor, it is my objective to facilitate an accessible classroom setting, in which students have full access and opportunity. If you are experiencing physical or academic barriers, or concerns related to mental health, physical health and/or COVID-19, please consult with me after class, via email/phone or during office hours. You are also encouraged to contact the UNM-Gallup Accessibility Resource Center for additional information.*

#### **UNM-Gallup ACCESSIBILITY RESOURCE CENTER (ARC)**

Mary Lou Mraz, MEd, LMSW  
UNM Accommodations Specialist  
Phone: (505) 870-1490  
Email: mloumraz@unm.edu

#### **\*ARC staff will maintain remote work arrangements through Fall 2020**

ARC will conduct an intake and, if appropriate, will provide an approved academic accommodation notification. At that point, you may contact ARC to review the accommodations in relation to your course.

Notice of Non-Discrimination: The University of New Mexico-Gallup, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of New Mexico-Gallup is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, color, national origin, age, spousal affiliation, sex, sexual orientation, gender identity, medical condition, disability, religion, pregnancy, genetic information, or veteran status in employment, educational programs and activities, and admissions, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints may be addressed to the Office of Equal Opportunity whose Director serves as the 504/ADA Coordinator and Title IX Coordinator on UNM main campus: 505-277-5251. For referrals to main campus see: UNM Gallup Title IX Coordinator; Director of Student Affairs, SSTC Room 276. Telephone: 505-863-7508. For Referrals to main campus regarding Section 504 compliance: Accommodations Specialist, Gurley Hall Room 1127. Telephone: 505-863-7527.

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Early intervention can make all the difference in helping students achieve academic success. It also shows that the instructor made a good faith effort to inform students of their rights and responsibilities in this area, and that this effort was done in a timely manner.

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