

SUNY Potsdam
Policy on Accommodative Services Statement for Course Syllabi

To comply with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990 (as amended in 2008), the New York State Human Rights Law, and the 23 October 2025 SUNY Potsdam Faculty Senate recommendation, SUNY Potsdam has adopted a policy requiring that all course syllabi include the following Accommodative Services statement¹:

Students who need accommodations to complete the requirements and expectations of this course because of a disability should contact the Office of Accommodative Services (136 Sisson Hall, (315) 267-2590, oas@potsdam.edu) or complete their request by filling out the [New Student Accommodation Request Form](#). Please note that accommodations generally are not provided retroactively so timely contact with the Office of Accommodative Services (OAS) is important.

Students registered with the OAS should use the Accommodate Portal to submit their “Semester Request” (Letter of Accommodation) every semester. This letter informs faculty of potential course access and accommodations that might be necessary and reasonable. Further conversation with OAS, faculty, and the student may be warranted to ensure reasonable accommodations.

¹ Each year, the Office of Accommodative Services will provide a syllabus statement to directors of specialty programs that require a modified statement due to alternative accommodation request processes (e.g., Riverview Correctional Facility).