**Sample Syllabus Entries**

**Disability Services**

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to register with Disability Services and provide them with documentation of your disability. They will work with you to determine what accommodations are appropriate for your situation. To avoid any delay, you should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to me. Please contact [Disability Services](https://disability.uccs.edu/) for more information about receiving accommodations at Main Hall room 105, 719-255-3354 or dservice@uccs.edu.

**Veteran and Military Affairs**

If you are a military student with the potential of being called to military service or training during the course of the semester, you are encouraged to contact your UCCS course instructor no later than the first week of class to discuss the class attendance policy. Please see the [Veteran and Military Affairs](https://military.uccs.edu/) website for more information.

**Textbook Affordability and Accessibility Program (TAAP)**

**Required Materials:**

Course materials are available through TAAP (Textbook Affordability and Access Program). Log into your portal through uccs.textbookx.com; you can review your personal value sheet to see if TAAP benefits you. There is the option to “TAAP out” if the program does not fit your needs.

**Required Course Materials for this course:** *{Faculty to insert required materials.}*

**TAAP Materials Pick-up:** Course materials can be picked up at the Campus Store unless you opted for a home delivery.

**More information:**

* [Textbook Affordability and Access Program | UCCS](https://www.uccs.edu/taap)
* [University of Colorado Colorado Springs Online Bookstore (textbookx.com)](https://uccs.textbookx.com/institutional/index.php)

**Troubleshooting:** Backordered items, TAAPing out, deadlines, returns, etc.Email: shop@uccs.edu

**Student Support Network Alerts:**

I participate in Student Support Network, a UCCS initiative designed to encourage student success. If your success in this course is at risk, you may receive an alert email about your attendance, assignment grades, or overall performance. Please pay attention to these emails and take the recommended actions. They are sent to help you be successful!

*Key facts about the Support Network:*

* The main goal of this is to help you be successful during your time at UCCS.
* Alerts can be viewed only by the instructor who submitted the alert and student support team.

*What to do if you receive an alert?*

* Don’t panic! Read the email thoroughly and take action. Follow the advice and directions provided in the email.
* Meet with your instructor, academic advisor, or other student support team member as soon as possible.

**Mental Health and Wellbeing**

Mental health challenges can interfere with academic performance. The source of symptoms might be related to your course work; if so, please speak with me. However, problems with other parts of your life can also contribute to decreased academic performance. If you are unsure if you need assistance, free online mental health screenings can be found [here](https://screening.mentalhealthscreening.org/UCCS).

**If you are experiencing a mental health emergency (*i.e.*, you do not feel physically safe), please immediately contact one of the resources listed below:**

* **Call UCCS Public Safety at 719-255-3111, call or text the National Suicide & Crisis Lifeline at 988, call 911, or go to the nearest emergency room.**

Remember, we care about your wellbeing, so if you are struggling (even if this is *not* an emergency) please reach out for help.

For confidential mental health services, visit the Wellness Center located inside the [Gallogly Recreation and Wellness Center](https://recwellness.uccs.edu/). The first 3 visits are free! Phone: 719-255-4444. Hours: Monday–Friday, 8a.m.–5p.m. You can also contact Telus Health Student Support for free, confidential 24/7 mental health and wellbeing support through the Telus Health app or visit our free mental health and resilience digital platform. Resource information can be found at 24/7 Mental Health Resources | [Gallogly Recreation and Wellness Center](https://recwellness.uccs.edu/).

If you are in need of a community resource, [Diversus Health Lighthouse](https://diversushealth.org/mental-health-locations/lighthouse-acute-services-and-walk-in-center/) has a Walk-In Crisis Center at 115 S. Parkside Drive, Colorado Springs, CO 80910, Hotline: 844-493-8255, Office: 719-572-6100. Other community resources can be found at Resources in the Colorado Springs Community | [Gallogly Recreation and Wellness Center](https://recwellness.uccs.edu/).

**Religious Accommodation**

If due to religious obligations you plan to request adjustments with scheduled exams, assignments, or required attendance in this class, please contact me as soon as possible. I will work with you and university counsel’s office to ensure a reasonable accommodation is made.

[**Procedure for faculty:** If a student requests a religious accommodation, please contact Mandy Hull in the Office of University Counsel. Mandy says faculty are welcome to call at 719-255-3820, or they may send an email to Mandy that provides their contact information and asks her to call them. Mandy prefers to avoid asking faculty to write out a lengthy email with specific details of the situation, to minimize email traffic. If faculty would like to use “Legal advice sought on accommodation” in the subject line, Mandy will try to be on the lookout for those in her inbox to facilitate escalating those emails to the top of her priority list.]

**Responsible Reporting: Institutional Equity / Title IX**

The Office of Institutional Equity (OIE) administers the University of Colorado (CU) Sexual Misconduct policy (including Title IX), the Protected Class Nondiscrimination Policy, and the Conflict of Interest in Cases of Amorous Relationships Policy. All UCCS faculty and staff, including student employees, are considered “responsible employees” and *must* report any suspected or known conduct that may be in violation of these policies (“prohibited conduct”) directly to the OIE. This includes reports made to the employee by others, regardless of the time or location of the alleged incident. This reporting requirement exists to support the safety of our campus community, and there is no statute of limitations. Prohibited conduct includes unwanted verbal or physical conduct that is sexual in nature, or based on a protected class (such as, gender, race, veteran status, disability, etc.). You may review the [Applicable Policies and OIE’s Resolution Procedures](https://equity.uccs.edu/). While reporting prohibited conduct to the OIE is required by UCCS employees, participation in an OIE resolution process is voluntary. Confidential reporting, and access to medical and mental health services, are available to students through the UCCS Wellness Center at 719-255-4444. [See video training on relevant topics](https://dos.uccs.edu/smartmove).

UCCS Procedures for Assisting Students and Employees who are Pregnant, Nursing, or with Pregnancy Related Conditions. All employees to whom a student discloses pregnancy or pregnancy related conditions are REQUIRED to provide the student with OIE’s contact information and share that the OIE can provide accommodations and resources. OIE can be contacted at (719) 255-4324 or equity@uccs.edu. [Procedures are posted here](https://equity.uccs.edu/policies-and-resolution-procedures).