ACCOMMODATIONS STATEMENT GUIDELINES

All registration forms, program announcements, application materials, and marketing pieces advertising services, programs, or events, on or off campus, that are held by a department or group from the University of Wisconsin-Platteville must state that reasonable disability accommodations will be provided upon request and indicate how an individual may request an accommodation.

Acceptable verbiage for posters, brochures, invites, fliers, ads, services, etc. includes one of the two statements below:

To request disability accommodations, contact Jane Doe at 608.342.0000 or xxxx@uwplatt.edu.

To request disability accommodations, contact Department Name at 608.342.0000 or xxxx@uwplatt.edu.

*There must be a UW-Platteville staff or faculty member name or a UW-Platteville department name followed by a UW-Platteville phone number and UW-Platteville email address in the accommodation statement.*

Verbiage for CLUBS AND ORGANIZATION sponsored events:

To request disability accommodations, contact Jane Doe, Advisor, at 608.342.000 or doe@uwplatt.edu.

Clubs and organizations need to list their advisor’s name (a UW-Platteville staff or faculty member) and contact information in their accommodation statement. A UW-PLATTEVILLE PHONE NUMBER AND EMAIL ADDRESS MUST BE INCLUDED.

*The contact for handling accommodation requests should be prepared to address the request immediately to ensure that access is provided in a timely manner.*

If you have questions about these guidelines, call 608.342.1197, email publications@uwplatt.edu, or stop in the lower level of Brigham Hall.

1-11-2017
Accommodations Contact Information

It is UW-Platteville policy that all registration forms, program announcements, application materials and printed and web-based marketing that advertises services, programs or events, on or off campus, held by a department or group from UW-Platteville should state that reasonable disability accommodations will be provided upon request and indicate how an individual may request an accommodation.

Acceptable verbiage for this accommodations statement includes a person’s name or department name followed by a UW-Platteville phone number AND UW-Platteville email address.

To see examples, view the Accommodations Statement Guidelines.

If you are the contact listed on the accommodations statement, the flowchart below will guide you in fulfilling the request.