DISABILITY 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 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 posters, brochures, invites, fliers, ads, services, etc.:

To request disability accommodations, contact Jane Doe at 608.342.0000.
or
To request disability accommodations, contact Jane Doe at doe@uwplatt.edu.
or
To request disability accommodations, contact Department at groupX@uwplatt.edu.
or
To request disability accommodations, contact Department at 608.342.0000.

There must be a person's name or a department name followed by a UW-Platteville phone number OR UW-Platteville e-mail address in the disability 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 and contact information in their disability statements. A UW-PLATTEVILLE PHONE NUMBER AND E-MAIL 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, e-mail publications@uwplatt.edu, or stop in the lower level of Brigham Hall.