



Ahmet Palazoglu
Chair, Assembly of the
Academic Senate
Faculty Representative,
UC Board of Regents

Academic Senate

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February 13, 2026

Academic Senate Division Chairs

Re: Sample Syllabus Statement Template Related to Students' Civil Rights

Dear Division Chairs:

The Systemwide Office of Civil Rights ([SOCR](#)) has developed the attached sample syllabus statement template addressing students' civil rights and access to campus resources. The template was informed by feedback from the University Committee on Educational Policy ([UCEP](#)), the University Committee on Academic Freedom ([UCAF](#)), and the University Committee on Diversity and Equity ([UCODE](#)).

The systemwide Senate is sharing this sample statement for awareness and as a voluntary resource that individual faculty may choose to use or adapt if they find it helpful. It is not a requirement, does not establish Senate policy, and is not intended to prescribe course content or syllabus structure.

The template supports clear communication to students about available resources and processes related to accommodations, reporting discrimination or harassment, and accessing support services. It is designed for local adaptation and includes placeholders for campus-specific offices, contact information, and procedures.

Division chairs may wish to share this template with an accompanying cover note that provides campus-specific information to assist faculty who choose to adapt it. Faculty who elect to use the template should coordinate, as appropriate, with their local Senate division and Civil Rights or Anti-Discrimination/Harassment offices to ensure alignment with campus processes and approved language.

SOCR is also sharing this template with campus Civil Rights offices to support awareness of consistent resource messaging across the University system.

Thank you for sharing this resource within your divisions.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Palazoglu', with a long horizontal flourish extending to the right.

Ahmet Palazoglu
Chair, Academic Council

cc: Academic Council
Disability Rights Systemwide Director Tobias
Senate Division Executive Directors
Senate Executive Director Lin

UC Systemwide Office of Civil Rights Proposed Sample Syllabus Statement Template Inclusive of Civil Rights

The following may be utilized as a template to develop your campus's syllabus statement. Fill in location-specific information as applicable. Please consult with your campus Academic Senate and/or Office of Civil Rights/Prevention of Harassment and Discrimination Office to ensure alignment and any necessary approvals prior to publication.

Sample Syllabus Language

My priority as your professor is to ensure a safe, respectful education environment where all students can learn and thrive.

Students with Disabilities

If you are a student with a disability and require reasonable accommodations to meaningfully participate in this course, please contact the University's **[Disability Services Office title]** as early as possible **[insert DSO email or DSO phone]**, as the **[insert DSO]** is responsible for processing and approving such requests.

Other Resources

In addition to the information above, if you need academic accommodations or would like to file a complaint related to other protected class characteristics, you may:

- Contact **[Insert Civil Rights/OPHD Office Title]** directly to report discrimination, harassment, or related retaliation (**[insert office email or insert office phone]**), without sharing any personal information with me.
- If you would like to speak with a confidential counselor about sexual misconduct, speak with **[insert confidential office titles (i.e. CARE Advocate, Student Health Center etc.)]**
- If you are pregnant, have recently experienced childbirth, and/or have medical needs related to childbirth, please contact **[Insert campus Title IX Office or DSO office as per location procedure]** for assistance.
- Finally, if you need reasonable accommodations for a religious observance, please submit a request to **[Insert your campus office of record for this request, email and phone][insert campus approved timeline]**. Accommodations do not relieve you of the responsibility for the completion of any part of the coursework you miss as a result of a religious observance.