

[NOTE: Please personalize the message below to make it your own! Personalized messages are often taken more seriously than a bunch of identical emails.]

SUBJECT: Request for Universal Access

Hello **INSERT DEPT CHAIR'S NAME**,

Following the announcement that in-person instruction is beginning on Jan. 31, I am writing to request that the department commits to providing an online learning option.

Some departments, including the Department of Dance and the Department of Sociology, have committed to accommodating all students who request a continued online learning option. I would like to urge our department to provide Universal Access as well, which would allow students to continue learning online (no documentation required, no questions asked).

Many students are able to acquire accommodations through the DSC. However, some students' requests are being denied. Moreover, the DSC is unable to assist students who are not themselves disabled or immunocompromised but who live with and/or care for someone who is.

I understand that this request has the potential to create more work for you, but I see this as an equity issue, since a forced return to in-person would disproportionately negatively affect disabled or immunocompromised students and students who live with and/or care for individuals who are disabled or immunocompromised. Moreover, the UCI administration's current policy and lack of adequate communication has left many students confused. A statement clarifying Universal Access to continued online learning would be hugely beneficial in alleviating this stress and uncertainty.

Can you please circulate this among faculty so that the department can agree upon and communicate a policy of Universal Access to all students within the department?

Thank you for your time and consideration,
YOUR NAME

IF YOUR DEPT CHAIR SAYS NO:

Forward the email chain to [your DECADE mentors](#) and ask them to get involved and advocate. It's part of their role: you're asking them to fulfill that role. Do the same with your [Equity Advisors](#). They are here to help you, but many of them will need to be nudged.