

SYLLABUS INSERT REGARDING DISABILITY, ACADEMIC, AND PERSONAL
SUPPORT SERVICES

Below is a boxed statement that describes the services available from the Academic Support Center, the Counseling Center, and Disability Support Services. We recommend that you include the statement in your course syllabus, on Blackboard, or on a separate handout. You may want to add other support services that relate specifically to your course, e.g., the Mathematics and Statistics Tutoring Lab, the Writing Center, Supplemental Instruction, etc.

The text is available on-line at www.american.edu/ocl/dss/faculty_staff/faculty_staff.html and www.american.edu/asc/facultyresources.html.

As always, our office is available for consultation about issues related to support services or concerns regarding particular students.

Note: students are encouraged to notify faculty early in the semester of disability-related accommodation needs, but no deadline for notification may be given. From the point in the semester when the professor is notified with an accommodations letter from DSS or the ASC, accommodations must be provided.

If you experience difficulty in this course for any reason, please do not hesitate to consult with me. In addition to the resources of the department, a wide range of services is available to support you in your efforts to meet the course requirements.

Academic Support Center (x3360, MGC 243) offers study skills workshops, individual instruction, tutor referrals, and services for students with learning disabilities and ADHD. Writing support is available in the ASC Writing Lab or in the Writing Center, Battelle-Tompkins 228.

Counseling Center (x3500, MGC 214) offers counseling and consultations regarding personal concerns, self-help information, and connections to off-campus mental health resources.

Disability Support Services (x3315, MGC 206) offers technical and practical support and assistance with accommodations for students with physical, medical, or psychological disabilities.

If you qualify for accommodations because of a disability, please notify me in a timely manner with a letter from the Academic Support Center or Disability Support Services so that we can make arrangements to address your needs.