SAMPLE SYLLABUS STATEMENTS FOR ACADEMIC AND DISABILITY SUPPORT

Faculty are encouraged although not required to include statements about academic support resources on their syllabi. For convenience, the support offices supply samples of such statements. There are three separate offices and functions to consider: the Academic Learning Center, which offers general academic counseling and tutoring for specific classes (typically 100-200 level general education classes); the Writing Center, which supports writing in any class; and the Disability Services office, which handles ADAAA accommodation questions and approvals.

Faculty are strongly encouraged to include the ADAAA statement in their syllabi or to read the statement at the start of the course regarding impairment-related accommodations to ensure ADAAA compliance.

Overall statement on academic support for traditional undergraduates
Students have academic support resources available to them at no charge. The Academic Learning Center offers course-specific tutoring, academic skills workshops, hands on learning strategies instruction, and academic counseling to supplement faculty advisement. The Writing Center offers tutoring to assist with writing and reading support for any class. The Disability Services office provides impairment-related accommodations consistent with the ADA and its amendments. All three offices are in the administration building. For help or further information, contact the ALC at academiclearningcenter@albright.edu or 610-921-7662; the WC at writingcenter@albright.edu or 610-921-7540; and the Disability Services office at disabilityservices@albright.edu or 610-929-6639.

Academic Learning Center Statement
The ALC offers various resources to assist Albright students with their academic success. Students have academic support resources available to them at no charge. The Academic Learning Center, in the Administration Building, offers course-specific tutoring, academic skills workshops, hands on learning strategies instruction, and academic counseling which includes one-on-one consultations on study skills, time management, note-taking, and learning strategies to supplement faculty advisement. The ALC is located in the Administration Building, and can be reached at 610-921-7662 and academiclearningcenter@albright.edu.

Writing Center Statement for Regular/Day Courses:
You are encouraged to visit the Writing Center early and often throughout the semester to help build a strong foundation for writing in this course and in all of your courses. The center’s peer tutors and director will work with you at any stage of the writing process, from developing and organizing ideas to revising and editing drafts. Rather than editing your work for you, writing tutors will actively engage you in meaningful conversations about your writing and help you learn new strategies. Tutors are also available to discuss and practice approaches to managing the college reading workload and reading more effectively. The center is located on the first floor of the Administration Building and can be reached at writingcenter@albright.edu or (610) 921-7540. Appointments are strongly recommended to ensure availability. You can view the current schedule and make an appointment through the online appointment system at http://alb.mywconline.com or visit the Center in person for assistance.

Writing Center Statement for ADP and Online Courses
You are encouraged to visit the Writing Center early and often to help build a strong foundation for writing in this course and in all of your courses. The center’s peer tutors and director will work with you at any stage of the writing process, from developing and organizing ideas to revising and editing drafts. Rather than editing your work for you, writing tutors will actively engage you in meaningful conversations about your writing and help you learn new strategies. Tutors are also available to discuss and practice
approaches to managing the college reading workload and reading more effectively. The center is located on the main Reading, PA campus on the first floor of the Administration Building and can be reached at writingcenter@albright.edu or (610) 921-7540. Students unable to visit in person can have telephone, online chat or e-mail-based sessions. For more information on making an appointment or on WC services for distance learning students, including online services, please visit www.albright.edu/academics/wc-adp-info.html. The Writing Center may not be available during some holidays or when day classes are not in session.

ADAA Statement on Services for Students with Disabilities
Consistent with the ADAAA and Section 504 of the Rehabilitation Act, Albright College welcomes students with disabilities into the college’s educational programs. If you need impairment-related academic adjustments in this course, please contact Yuriko Beaman, Director of Disability Services, by email at ybeaman@albright.edu, by phone at 610-929-6639, or in her office, on the first floor of the Administration Building. Students who use accommodations should meet with course instructors privately and in a timely manner to discuss their Academic Accommodation Letter (AAL). Please note that IEPs and 504 plans do not apply to college level courses.

ADAAA Statement for ADP students
Consistent with the ADAAA and Section 504 of the Rehabilitation Act, Albright College welcomes students with disabilities into the college’s educational programs. If you need impairment-related academic adjustments in this course, please contact Yuriko Beaman, Director of Disability Services, by email at ybeaman@albright.edu, by phone at 610-929-6639, or in her office, on the first floor of the Administration Building on the Reading campus. Students who use accommodations should meet with course instructors privately and in a timely manner to discuss their Academic Accommodation Letter (AAL). Keep in mind that timeframes of ADP classes are delivered in an accelerated fashion. Please note that IEPs and 504 plans do not apply to college level courses.

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