



OFFICE OF EQUITY & TITLE IX

Accessing Disability-Related Accommodations

Students

Students seeking disability accommodations for the first time at American University must register with the Academic Support and Access Center (ASAC) by submitting the required documentation and completing ASAC's process. Information regarding registering with ASAC and completing the process can be found here: <https://www.american.edu/provost/academic-access/index.cfm>. The Reasonable Accommodations Grievance Procedures for Students can be accessed from the University's policies [webpage](#).

Employees

Employees and applicants for employment who wish to request reasonable accommodation due to disability must complete and submit the Reasonable Accommodation Request form. The request form will be reviewed by the Office of Human Resources through Prudential Insurance Disability Services, the University's third-party disability administrator. Information regarding the reasonable accommodation process, including the request form, can be located here: <https://www.american.edu/hr/how-we-work/accommodations.cfm>. The relevant policy, the University Procedure for Disability and Accessibility Accommodations for Faculty and Staff, is located on the American University policies [webpage](#).

Members of the Public

Individual schools, colleges and offices that are planning a program or activity should inform potential guests of the opportunity to request disability-related accommodation and how to make the request. The information should be posted on the promotional materials and/or the registration form associated with the event.

Individual schools, colleges and offices that are providing a program or activity that is open to members of the public are responsible for addressing requests for disability-related accommodations, where required by law. Members of the public in need of disability-related accommodation to access the program should contact the designated contact person for the program or activity in the relevant school, college or office to make the request.