

Requesting ADA Accommodations Policy

Academy of Art University is committed to providing an inclusive environment for students with disabilities in alignment with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Department of Accessibility Resources ensures equal opportunity to university curriculum, programs, and facilities for students with disabilities.

Accommodations or reasonable adjustments may be made to provide students with equal access to the university and to help protect individuals with disabilities from discrimination. The evaluation and determination of accommodations is an interactive, individualized process aimed at developing accommodations that are appropriate, reasonable, and effective.

Academy of Art University has designated Accessibility Resources to be the primary provider for academic adjustments, auxiliary services, and/or instruction that facilitate equal educational opportunities for qualified students with disabilities as required by federal and state laws.

Academic Accommodations

Students registered for classes who feel they may need accommodation based on the impact of a disability may contact Accessibility Resources to discuss their specific needs. Please be aware, before accommodations are implemented in class, they must be approved through Accessibility Resources. Students may set up accommodations at any point in the semester. However, it is recommended that students contact Accessibility Resources as soon as possible. Please note, accommodations are not retroactive, and some accommodations take time to implement.

While the accommodation preference of the individual with the disability will be taken into consideration, Academy of Art University is not required to provide the preferred accommodation as long as the alternative accommodation is reasonable, effective, and provides equal access. Accessibility Resources does not provide services of a personal nature, such as tutoring, or for providing prescribed devices or services.

Steps for Registering for Academic Accommodations

1. Enrolled students may contact Accessibility Resources directly to initiate the process of registering for accommodations.
2. Students will provide Accessibility Resources with adequate documentation of their disability from a licensed diagnosing professional that outlines their diagnosis, how it impacts them in an academic setting, and any recommended accommodations.

Students will email documentation to accessibility@academyart.edu.

- a. If students struggle to obtain disability documentation, they should reach out to Accessibility Resources to discuss.



3. Students meet with Accessibility Resources staff to review disability documentation and discuss disability-related barriers. Staff will collaborate with the student to determine appropriate accommodations.
4. Accessibility Resources will consider all information to determine what reasonable accommodations are necessary for equal access and will notify students once their request has been processed.

Notifying Instructors of Approved Accommodations

1. Students will be prompted before the start of each semester to request an updated copy of their accommodation letter, which will be emailed to them.
2. Students will share the accommodation letter with their instructors. If students need assistance with sharing their accommodation letter, they can contact Accessibility Resources to request assistance.

Students with specific needs should review the procedural statements defining the roles and responsibilities relating to specific accommodations (e.g., ASL interpreter, testing accommodations, excused absences).

Students may contact Accessibility Resources at any point in the semester for assistance. Students may contact Accessibility Resources to review and update accommodations as needed.

If approved accommodations are not followed, please contact Accessibility Resources promptly for assistance. The staff will make every effort to resolve your concerns. As appropriate, students may also file an appeal or grievance to address their concerns.

Academy of Art University reserves the right to amend these policies at any time as circumstances require.