



Academic Achievement and Access Center Steps to Request Academic Accommodations


The first step is to be admitted to KU and submit qualifying disability documentation to the Academic Achievement and Access Center.



Documentation will be reviewed and assigned to specialist. Your Specialist will contact you via email/phone to schedule an intake appointment after classes begin.



Students should attend class first and obtain a course syllabus so that accommodations can be individualized for each course. During the intake appointment, students needing academic accommodations will complete an Accommodation Request Form (ARF) for each class that accommodations are necessary.



Students then need to schedule an office appointment with each instructor within a week to discuss her/his accommodations and obtain a signature on the ARF from the instructor. The ARF should then be returned to the AAAC.

Documentation can be submitted in person, via fax, mail, or email to:

Academic Achievement and Access Center

1450 Jayhawk Blvd. Room 22

Lawrence, KS 66045

Phone: 785-864-4064

Fax: 785-864-2817

Email: achieve@ku.edu