



BRYAN UNIVERSITY
FOUNDED 1940

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the University Accessibility Services (UAS) department at UAS@bryanuniversity.edu.

- Requests should be made at least 2 weeks in advance of the date needed.
- UAS will respond within 2 business days of receiving the request.
- UAS will reply via email, sending a receipt confirmation and the “Request for Reasonable Accommodations” form.
- The student must complete the “Request for Reasonable Accommodations” form, which documents the nature and extent of the disability, the type of accommodations or auxiliary aids needed, and the date the requested support should begin.
- The student must provide documentation on letterhead from a licensed professional that supports their request for reasonable accommodations in their program’s learning environment.
- All relevant materials must be sent to UAS@bryanuniversity.edu.
- UAS will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodations.
- If reasonable accommodations are available, the student and UAS will review the agreement and sign off to put the accommodations plan into action.
- All accommodation plans will remain in confidential files in the UAS Office and be maintained by UAS staff.
- Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog [“Grievance Procedure.”](#) submitting a statement of why and how the response should be modified.
- Please email UAS@bryanuniversity.edu for any inquiry regarding Student Disability Services or reasonable accommodations.