



AMERICAN UNIVERSITY
WASHINGTON, D.C.

American University
Guidelines for Nondiscrimination Notice for University Publications
March 1, 2006

Various federal nondiscrimination laws (e.g. Title VI, Title IX, Section 504, and the Age Discrimination Act) require the University to provide written notices to students, parents, employees, and others that we do not discriminate on the basis of race, color, national origin, sex, disability, and age. The content of the required notices and the manner of dissemination vary slightly among the different regulations. However, the Department of Education, which enforces the nondiscrimination laws, has approved the use of a combined notice.

To comply with the law, all AU editors and publishers must include the below Nondiscrimination Notices in university publications as outlined below. In general the Nondiscrimination Notice must appear in any bulletin, announcement, publication, catalog, application form, or other recruitment material that is made available to participants, students, applicants, or employees. The Nondiscrimination Notice should appear on the title page, inside front cover, or similar easy-to-locate position. AU publishers and editors should exercise their judgment in determining font type and size.

If AU editors/publishers have questions as to whether the notice is required in a certain publication, please consult with Kevin Grasty, Director of University Publications. For questions regarding the nondiscrimination notice for job advertisements, please contact Grace Karmioli, HR Director of Policy and Regulatory Affairs.

A. Notice for Major University Publications and AU Web Home Page

The Nondiscrimination Notice should be included in most university publications. Examples of publications include the following:

- University Catalog
- Student Handbook
- Annual Report
- Major recruitment viewbooks and applications
- American Magazine
- American Weekly
- AU Experts
- Schedule of Classes
- All marketing publications used as recruiting materials for students
- All special university promotional books, i.e. AU Global University, capital campaign, and other special/unique projects with either limited or mass distribution to the public
- Newsletters (both online and print)

If space is limited and inclusion of the full Nondiscrimination Notice is difficult, include a short notice as discussed in Section C.

The published nondiscrimination notice should read as follows:

American University is an equal opportunity and affirmative action university and employer. American University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, or certain veteran status in its programs and activities. For information, contact the Dean of Students (DOS@american.edu), Director of Policy & Regulatory Affairs (employeerelations@american.edu) or Dean of Academic Affairs, (academicaffairs@american.edu), or at American University, 4400 Massachusetts Ave., N.W., Washington, D.C. 20016, 202-885-1000.

B. Notice for Audience-Specific Publications

The following notice is to be used for audience-specific publications. Further, publications which only go to staff will have the contact information for the Director of HR Policy & Regulatory Affairs. Publications for only faculty will have the Dean of Academic Affairs as the contact information. Publications for only students will have the Dean of Students as the contact information. The contact information to be used is: Dean of Students, DOS@american.edu, Director of HR Policy & Regulatory Affairs, employeerelations@american.edu, or Dean of Academic Affairs, academicaffairs@american.edu. Examples of audience-specific publications include: *Getting Connected – Your Guide to Technology Resources at American University* (student edition, faculty and staff edition), *Staff Manual*, and *Faculty Manual*.

The published nondiscrimination notice should read as follows:

American University is an equal opportunity and affirmative action university and employer. American University does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, or certain veteran status in its programs and activities. For information, contact [Insert only the title and email address of the appropriate official as discussed above] or at American University, 4400 Massachusetts Avenue, N.W., Washington, D.C. 20016, 202-885-1000.

C. Notice for Job Advertisements and Other Announcements/Publications

In job advertisements and other publications and announcements (e.g. posters, such as performing arts, Katzen, or Greenberg, and AU flyers, though this does not include student-group flyers) where space is limited, a short nondiscrimination notice may be used.

Samples of such notices include:

- **(for job advertisements)** – “American University is an affirmative action, equal opportunity employer, committed to a diverse faculty, staff, and student body. Women and minority candidates are strongly encouraged to apply”,
- “American University is an affirmative action, equal opportunity employer”,
- “An equal opportunity, affirmative action university”, or
- “EO/AA university and employer”.