

DISABILITY SERVICES APPEAL PROCESS



I. PURPOSE

The purpose of the appeal procedure is to provide a means for students with disabilities to resolve concerns regarding the following: documentation, accommodations, provision of accommodations and/or any other disability-related issues.

II. PROCEDURES

- A. The student should attempt to resolve concerns with the faculty or staff member immediately (as soon as possible) but no longer than five instructional weekdays of the incident. This could include an informal conference at this level with a third party present (the third party could be another faculty or staff member).
- B. If the student is unable to resolve the concerns at this level, the student should address concerns in an email to the Assistant Vice President of Counseling & Support Programs. The email must be sent to the Assistant Vice President of Counseling & Support Programs within two instructional weekdays after satisfying Step A in this appeal process.
- C. The Assistant Vice President of Counseling & Support Programs shall give email acknowledgment of receipt of the email within two instructional weekdays. The Assistant Vice President of Counseling & Support Programs will review with the student; staff and faculty involved to attempt to resolve the concerns and will respond in email to all parties concerned within five instructional weekdays.

III. FURTHER CONSIDERATION

Should the matter of concern not be resolved, the student may wish to contact the Title IX Coordinator.