

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 concerns, 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 counselor, faculty or staff member).
- B. If the student is unable to resolve the concerns at this level, the student should address his/her concerns in writing to the Director of Counseling & Career Services. The letter must be presented to the Director of Counseling & Career Services within two instructional weekdays after satisfying Step A in this appeal process.
- C. The Director of Counseling & Career Services shall give written acknowledgment via certified mail of receipt of the letter within two instructional weekdays. The Director of Counseling & Career Services will review with the student; staff and faculty involved to attempt to resolve the concerns and will respond in writing to all parties concerned within five instructional weekdays.

III. FURTHER CONSIDERATION

Should the matter of concern not be satisfactorily resolved, the student may wish to pursue a formal grievance. Information on filing a student grievance is provided in the MTC Student Handbook. The student may also contact the Assistant VP of Student Development Services for assistance with resolving the matter of concern.